



MARY WASHINGTON COLLEGE
STUDENT HANDBOOK 1996-97

Area Code: 540

Prefix: 654

Emergency Telephone Numbers

Emergency/Fire (College Police)	777
Illness or Injury (Health Center)	1040

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AA/EEO (G.W.)	1046
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Foreword

Student Handbook 1996-97

★★★★★

A guide to the policies, services, and activities
of Mary Washington College, Fredericksburg, Virginia

Student Handbook

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Foreword

This Handbook has been prepared so that Mary Washington College students may have a better understanding of their institution and its rules and regulations. It contains material about what the student may rightfully expect from the College and what the College may rightfully expect from the student. No publication may anticipate and cover all situations that may arise, but most matters are covered, at least in principle, in the Handbook. **Each student is responsible for becoming thoroughly familiar with its contents, and it will be assumed that this responsibility has been met and that all students have been informed of policies and regulations.**

Policies noted in this Handbook are in effect for the entire year. Any efforts expended toward revision of these policies will be understood as directed toward the following year. Interpretation of matters in this Handbook is the responsibility of the Dean of Students and the President of the Student Association. The President of the College has final authority regarding interpretation.

Statement of Rights and Responsibilities of Members of the College Community

Members of the College community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.

All members share the obligation to respect the right of freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association and of petition to the institution for a redress of grievances.

The rights of members of the College community shall not be denied or abridged on account of race, creed, national origin, marital status or sex.

The members of the College community have the right to be secure in their persons, residences, offices, papers and effects, against unreasonable searches and seizures.

All members of the College community have the right to due process in matters concerning discipline or their status as members of the College community.

All members of the College community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.

The enumeration of the rights and responsibilities outlined in this statement shall not be construed to deny or disparage others retained by the members of the College community.

The term "member of the College community" embraces the College as an institution, the faculty as a body and all members of the administration, faculty, staff and student body in their official and individual capacities.

Adopted by the Board of Visitors,
Mary Washington College
May 12, 1973

STATEMENT OF COMMUNITY VALUES AND BEHAVIORAL EXPECTATIONS



MARY WASHINGTON COLLEGE

Mary Washington College is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual.

We hold among our foremost common values:

- ★ The importance of personal integrity as reflected in adherence to the Honor Code;
- ★ The right of every individual to be treated with dignity and respect at all times;
- ★ The acceptance of and respect for diversity in our community and adherence to the College's Statement of Non-Discrimination;
- ★ The freedom of intellectual inquiry in the pursuit of truth.

As members of the College community, we refuse to tolerate behavior that in any way compromises or threatens these values.

Revised by the Board of Visitors,
Mary Washington College
May 10, 1991

MWC Mission Statement

Mary Washington College, as a predominantly residential and primarily undergraduate, limited-enrollment institution of the liberal arts and sciences, is distinctive within the Virginia system of higher education. Emphasis upon excellence in the pursuit of liberal learning has traditionally been at the core of the College's educational philosophy. Commitment to this concept will continue in the years ahead.

The College maintains that a broad liberal education— that is, one based upon freedom of inquiry, personal responsibility, and intellectual integrity — is the best preparation for citizenship and career. Thus the goal of the instructional and experiential program is to offer to students courses of study and cocurricular opportunities which together provide them with a sound general education, enhance their understanding of their responsibilities as citizens in the broader community, and develop the skills necessary for creative and productive lives.

Toward the achievement of those goals, the College requires its undergraduates to pursue broad studies in the arts, the humanities, and the sciences as a necessary supplement to concentration in a particular field. Moreover, consistent with the principles of liberal learning, the College places high value upon cultural diversity and global awareness, and seeks through its curricular offerings to reflect that diversity and promote that awareness.

The College regards the provision of high-quality instruction as its most important function. The role of faculty research and scholarly endeavor in this context is to maintain the vitality of teaching, and accordingly, the College encourages such research and scholarship. Furthermore, it especially encourages the participation of undergraduates in research.

Statement of Academic Freedom

First Amendment Statement

1. Mary Washington College vigorously supports freedom of inquiry and expression within the academic community. All members of that community have a fundamental right to follow their interests and to express their views privately and publicly without censorship, constrained only by the laws of the Commonwealth of Virginia, the laws of the United States, and respect for the property and person of others. While the College may institute regulations to ensure the orderly expression of ideas and to protect the resources needed for productive inquiry, these regulations shall not be interpreted in a way which restricts freedom of inquiry and expression by any member of the College community.
2. Mary Washington College has adopted the Statement on Academic Freedom of the Association of American Colleges (1941), and the American Association of University Professors' statement on Freedom and Responsibility (1970). These statements and the First Amendment to the Constitution of the United States define the parameters of academic freedom in the Mary Washington College Community.
3. The Mary Washington College Community includes:
 - a. Faculty—Defined herein as those Mary Washington College personnel holding academic rank, including adjunct faculty and contract faculty.

Faculty are afforded the full protection of the First Amendment to the United States Constitution. More-

over, by definition, teachers are entitled to the exercise of the freedom of inquiry, are obligated to follow scholarship wherever it leads and to promulgate the result of inquiry.

- b. Students—Defined herein as those persons officially enrolled in one or more classes at Mary Washington College.

All students bring their First Amendment rights onto the campus. Therefore, all Mary Washington College students shall be afforded the same rights of inquiry and promulgation as the faculty.

- c. Speakers, public performers, artists and other guests invited by the institution and/or by recognized student, faculty, and institutional organizations shall be protected from any form of censorship or disruption, and shall be afforded the same freedom of expression in the chosen medium as is guaranteed members of the Mary Washington College community.

Freedom from censorship extends to individual as well as public behavior and carries with it accompanying responsibility for individual as well as public behavior, both on the part of members of the College community and their invited guests.

Adopted by the Board of Visitors,
Mary Washington College
1987

Statement of Non-Discrimination

Mary Washington College subscribes to the principles of equal opportunity and affirmative action. The College does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, enrolling students or hiring and promoting faculty and staff members. The College will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AA/EEO officer of the College.

Revised by the Board of Visitors,
Mary Washington College
May 10, 1991

Student Handbook 1996-97

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MARY WASHINGTON COLLEGE

The Student Handbook
is a publication of
the Office of Dean of Students
200 Lee Hall
Mary Washington College
Fredericksburg, VA
22401-5358
(540) 654-1062

Honor Council

Dear Students:

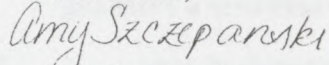
Welcome to the Mary Washington family; we are pleased to have you in our community! One of the most important aspects of your college life is undoubtedly the Honor System. As a student, it offers you the chance to develop trust and faith in other students. But, even more importantly, it affords for personal growth into an honest and trusting adult.

Our Honor System is completely student-run — change is initiated and approved by the students. In this way, we are given the enormous responsibility to uphold the Honor Code; the tradition that is the foundation of our education. In all you do, remember that you have pledged to uphold the Honor Code, and encourage others to do the same. Take violations seriously; if you witness an honor violation, you should feel obligated to question the student involved until you are satisfied with the reply.

You bring to MWC a dynamic group of morals, ethics, experiences and principles. We respect those, and ask you to do the same of ours.

Please remember that we are here to work not only for you, but with you as well. Become involved with your education and receive the most from your college experience.

Best Wishes,



Amy Szczepanski

Honor Council President

Student Government Association

Dear Fellow Students,

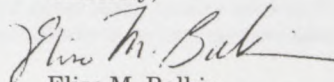
Welcome to what promises to be another demanding, educational, and exciting year here, at Mary Washington College. Many events will occur rapidly in the upcoming months; I hope that you will take an active part and feel free to voice your opinions.

The *Student Handbook* is a great resource that you can use to answer any questions you may have about policies and organizations at MWC. For example, if you would like to know more about the offices involved in the Student Government Association, the handbook has the official answers. Or maybe you were thinking about joining a new club; the handbook has a list of all our organizations. Overall, if you are looking for an answer, refer to the *Student Handbook*; it will send you in the right direction.

As the handbook will tell you, the Student Government Association is here at your disposal to help you get involved and make changes in policies concerning the MWC community. As one of our goals for the 1996-97 year, we are going to carry out a strong line of communication with the student body. I want you to know that our door is always open to you for questions, comments, and (as always) concerns. Whether you are an involved student or you hold a position in the Student Government Association as a senator or officer, I hope that you will take great pride in your school. Please remember to be active in all decisions that will contribute to student life at Mary Washington College.

Good luck throughout this year!

Sincerely,



Elise M. Balkin

Student Government Association President

Office of the President

Dear Students:

Mary Washington College is a community in the truest sense of the word. It is a place where faculty, administration, and students work together for the achievement of a common goal: the best education possible within the best possible environment.

Education in the liberal arts and sciences, such as the one students receive at Mary Washington, leads to a greater appreciation and understanding of the rich, cultural diversity of today's world. This knowledge is translated into action on our own campus, through the tolerance of everyone who comprises our collegial "family." Accordingly, the rules which govern our conduct as members of this community are fairly minimal. They are based wholly on the premise that each of us will act in a responsible manner, with the understanding that, in exercising our individual freedom, we have an obligation as members of the larger community not to infringe upon the rights of others. At Mary Washington College, our individual actions are guided by the principles included in our "Statement of Community Values and Behavioral Expectations."

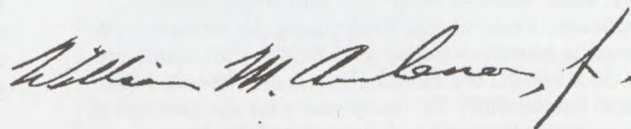
Basic to the effective functioning of our college community is the Honor Code. Many of the characteristics which make life at Mary Washington so pleasant are possible because of this shared commitment to the maintenance of an honorable community. It is, therefore, the duty of each student to be knowledgeable about the Honor System, to accept its philosophy, and to uphold its operation.

Another important facet of life at Mary Washington College is the Student Government Association. Through this organization, the student body has the opportunity to exercise considerable self-government and to demonstrate at the campus level the responsibilities of citizenship which are fundamental to a free and democratic society. I fully support the work of the Student Government Association and strongly urge each student to be an active participant in its affairs.

The purpose of the *Student Handbook* is to set forth the policies and regulations of the College as they apply to students and other members of the College community. Please read the *Handbook* carefully so that you will know, and thus be able to uphold, your responsibilities as a member of this community.

The 1996-97 session promises to be an exciting year of rich opportunities and significant challenges. I look forward to working with you as we strive to make it one of the very best ever at Mary Washington College.

Sincerely,

A handwritten signature in dark ink, appearing to read "William M. Anderson, Jr.", with a stylized flourish at the end.

William M. Anderson, Jr.
President

College Operations, Services & Procedures



How does the College operate?

Where do I get an ID?

Where can I park my car?

Where is the nearest bank?

How do I get mail?

Overview

Mary Washington College is a community of scholars. As such, it must have rules and regulations so that each member of the community may live and work in a comfortable and productive environment. Because the College community is not isolated from other larger communities, it is also necessary for the entire College community including each member of the faculty, staff, student body, and administration to abide by applicable Federal and State laws. An environment of mutual trust is essential to the well-being of an academic community. As a result, the Honor System was created and has functioned successfully for many years on the campus of Mary Washington College. The philosophy of the Honor System, the Honor Constitution, and related policies and procedures are described in this Handbook so that each member of the College community will understand fully his or her responsibility to the system.

How the College Operates

MWC Board of Visitors

Mary Washington College is a public corporation which by statute is governed by the Board of Visitors, one member of which is elected every two years to serve as Rector. Comprised of twelve members appointed by the Governor of Virginia, the board is empowered to accomplish the mission and purpose of the College and to promote the general welfare of the institution. Some of the specific responsibilities

of the Board of Visitors include appointing the president, determining institutional policies, setting faculty salaries, fixing tuition and fees, awarding degrees, and approving changes to the Honor System and the curriculum.

The appointment of the Board of Visitors is set forth by the Code of Virginia which requires that board appointments be confirmed by the General Assembly. In addition, at least six members of the board must be alumni of the College, and no more than three may be non-residents of Virginia. Each member serves a term of four years and may be eligible for reappointment to one successive term.

MWC Administration

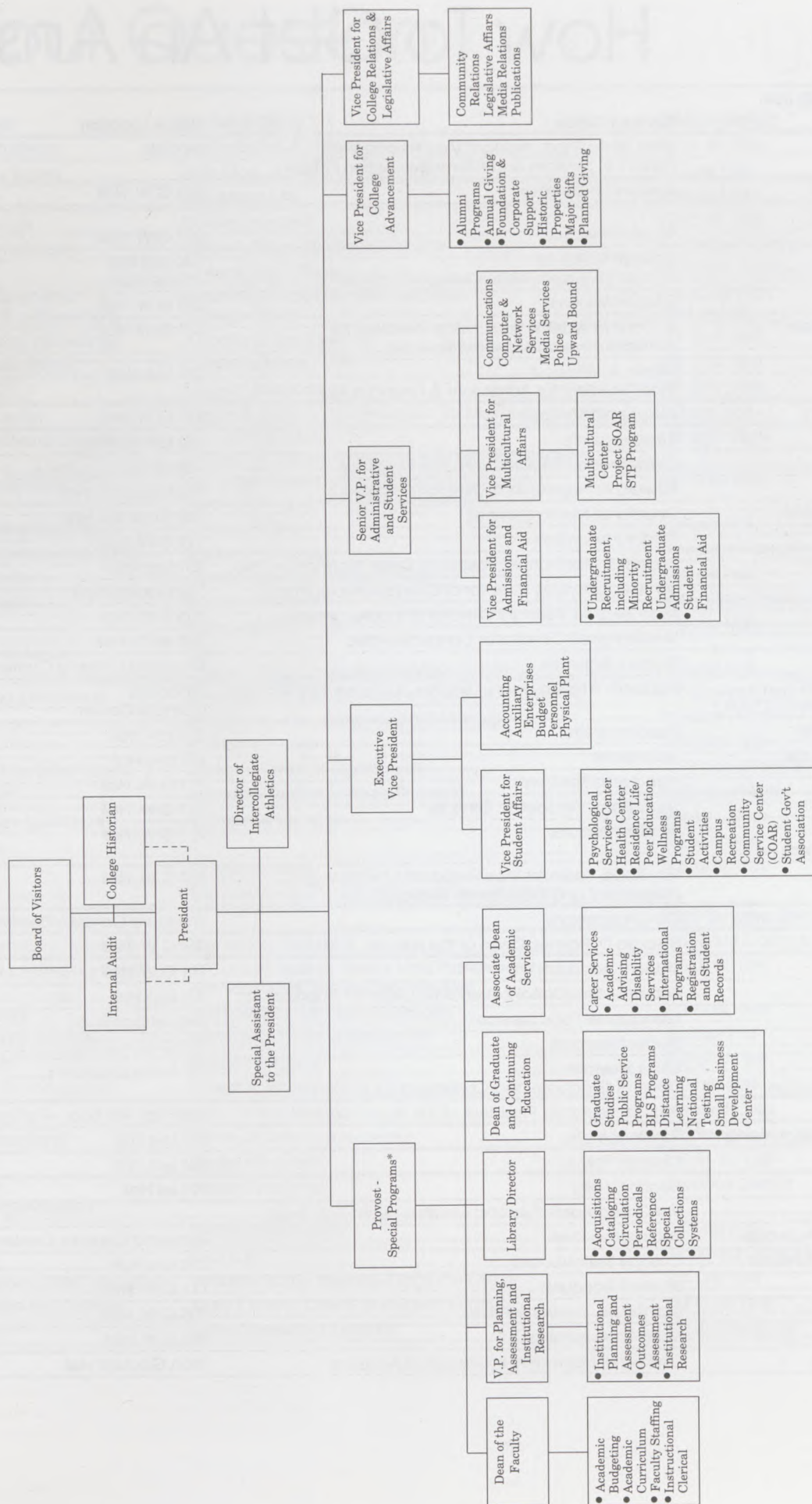
Mary Washington College, like all educational institutions, is an amalgam of programs and services that blend to make an academic community. This community is directed by the President who is the chief executive, administrative, and academic officer of the College.

Appointed by and responsible to the Board of Visitors, the President administers the policies of the Board and recommends for its adoption policies and programs that promote the interests of the College. The President is charged with exercising the necessary general authority and control over the institution's assets, affairs, and programs to ensure conformity of the College's operation with established policies. In addition, the President is responsible for the regulations of the various aspects of student life at the College, including student discipline.

The administrative officials, faculty, and Student Government Association officers are responsible to and recommend policy changes to the President. Although the President is responsible to the Board of Visitors for the overall administration of the College, he has delegated to the senior level administrative officers authority to administer various functions and operations of the College. These include: Academic Affairs, Business and Finance, College Advancement, and Administrative and Student Services.

See page 9 for MWC Administrative Organizational Chart.

Mary Washington College 1996-97 Organization Chart



* MWC Galleries
Instructional Technology

How To Get An Answer

Area Code/Prefix: (540) 654- Questions About	Contact/Office	Office Location	Extension
AA/EEO	Shelli Wallis Short, Assistant Vice President for Personnel Services and Affirmative Action Officer	24 G.W.	1046 TTY 1104
Absence From Class	Academic Services	211 G.W. Hall	1010
Academic Record	Student Records	217 G.W. Hall	1063
Accidents	College Police or Ilma M. Overman, M.D., College Physician	104 Lee Hall 19 Lee Hall	1025, TTY 1103 1040
Address Changes	Student Records	217 G.W. Hall	1063
Administrative Services	H. Conrad Warlick, Senior Vice President for Administrative and Student Services	301 G.W. Hall	1234
Admissions	Martin A. Wilder, Jr. Vice President for Admissions & Financial Aid	201 Lee Hall	2000 TTY 1105
Advising (Academic)	Academic Services	211 G.W. Hall	1010, TTY 1102
Alcohol Education	Residence Life	205 Lee Hall	1058
Alumni Programs	Cindy Snyder, Director of Alumni Programs	Trench Hill	1011
Athletics	Edward H. Hegmann, II, Director of Athletics	106A Goolrick Hall	1876
Audio Visual Equipment	Director of Media Services	105 Chandler Hall	1014
Bills	Student Accounts	111 G.W. Hall	1247
Campus Employment	Robert U. MacDonald, Associate Dean for Financial Aid	301 Lee Hall	2468
Campus Recreation	John MacDonald, Director of Campus Recreation	215 Goolrick Hall	1126
Career Counseling	Mary Becelia, Assistant Director of Career Services	305 G.W. Hall	1022
Career Services	Renee Herrell, Director of Career Services	305 G.W. Hall	1022
Club Activities	Student Activities	Woodard Campus Center	1061
Community Outreach and Resources Center (C.O.A.R.)	Elizabeth Whiston-Dean, Director of Community Services	Woodard Campus Center	1122
Community Standards	Residence Life	205 Lee Hall	1058
Declaration to Continue	Admissions	201 Lee Hall	2000, TTY 1105
Declaring a Major	Academic Services	211 G.W. Hall	1010, TTY 1102
Disabilities	Tricia Tracy, Academic Services	211 G.W. Hall	1010, TTY 1102
Drop/Add and Other Course Changes	Student Records	217 G.W. Hall	1063
Enrollment	Ray Pope, Assistant Vice President for Planning, Assessment and Institutional Research	307 G.W. Hall	1048
Entertainment/Film Committee	Co-Chairpersons	Woodard Campus Center	1140
Faculty Office Hours	Barbara D. Palmer, Dean of the Faculty	309 G.W. Hall	1001
Fees	Student Accounts	111 G.W. Hall	1247
Financial Aid	Robert U. MacDonald, Associate Dean for Financial Aid	301 Lee Hall	2468
Food Service	Manager of Food Service	Seacobeck Hall	1029
Grade Reports	Student Records	217 G.W. Hall	1063
Graduate and Continuing Education	Meta Braymer Dean of Graduate and Continuing Education	101 Seacobeck Hall	1038
Honor System	Amy Szczepanski, President of the Honor Council	Lee Hall, 4th Floor	1144
Housing and Room Assignments	Residence Life	205 Lee Hall	1058
ID Cards	College Police	104 Lee Hall	1025, TTY 1103
Illness	Health Center	19 Lee Hall	1040
Information HOTLINE	(for College activities and weather-related closings)		654-2424
Information, Student Numbers	Information Desk	Woodard Campus Center	1121
Information, Office Numbers	College Switchboard	104 Lee Hall	1000
Insurance	Student Accounts	111 G.W. Hall	1020
Internships	Gail Rouse, Career Services	305 G.W. Hall	1271
Interviews/Recruiters	Mary Anne Burnside	305 G.W. Hall	1022
Intercollegiate Sports	Edward H. Hegmann, II, Director of Athletics	106A Goolrick Hall	1876

to Your Question

Questions About	Contact/Office	Office Location	Extension
International Students	International Academic Services	211 G.W. Hall	1010, TTY 1102
Judicial Review Board	Beth Moss, Judicial Chairperson	205 Lee Hall	1142
Keys	Residence Life	205 Lee Hall	1058
Leave of Absence	Student Records	217 G.W. Hall	1063
Library (Simpson Library)	LeRoy S. Strohl, III, Library Director	200 Simpson Library	1147
Mail	College Post Office	Woodard Campus Center	1049
Maintenance Problems	Assistant Director or Head Resident	Individual Halls	1025, TTY 1103
Emergency Only (after hours)	College Police	104 Lee Hall	
Majors (changing, declaring)	Academic Services	211 G.W. Hall	1010, TTY 1102
Majors, (how to choose)	Career Services	305 G.W. Hall	1022
Meal Plans	Student Accounts	111 G.W. Hall	1247
Multicultural Center	Forrest A. Parker, Vice President for Multicultural Affairs	210 Lee Hall	1044
News Releases/Media Relations	Ronald E. Singleton Director of College Relations and Legislative Affairs	310 G.W. Hall	1055
Outcome Assessments	Roy B. Weinstock, Vice President for Planning, Assessment and Institutional Research	307 G.W. Hall	1048
Parking (permits or tickets)	College Police	104 Lee Hall	1025, TTY 1103
Parties (outside residence halls)	Student Activities	Woodard Campus Center	1061
Personal Problems	Psychological Services Center	100 Lee Hall	1053
Printing Services	Document Center	Seacobeck Hall Lower Level	1935
Project SOAR	Multicultural Center	210 Lee Hall	1044
Psychological Services	Barbara J. Wagar Director of Psychological Services Center	100 Lee Hall	1053
Recreation and Intramurals	John MacDonald, Director of Campus Recreation	215 Goolrick Hall	1126
Recycling	Joni Wilson, Recycling Program Manager	Physical Plant	2089
Registration	Student Records	215 G.W. Hall	1063
Religious Ministries Information	Campus Christian Community	1213 Dandridge St.	373-9255
Repair Requests	Assistant Director or Head Resident	Individual Halls	1148
Research Paper Assistance	Reference Librarian	Library Office	
Residence Life		205 Lee Hall	1058
Resumes	Career Services	305 G.W. Hall	1022
Sexual Assault Services	Rappahannock Council Against Sexual Assault		373-1666
Sports Information Hotline		106B Goolrick Hall	2 MWC
Student Government Association	Elise Balkin, President	Woodard Campus Center	1150
Student Conduct Hearing Board	H. Conrad Warlick, Senior Vice President for Administrative and Student Services	301 G.W. Hall	1234
Studying Abroad	International Academic Services	211 G.W. Hall	1010, TTY 1102
Substance Abuse Services	Psychological Services Center	100 Lee Hall	1053
Summer Session	Student Records	215 G.W. Hall	1063
Summer Transition Program	Forrest A. Parker	210 Lee Hall	1044
Telephone Problems	MWC Voice Services	Hamlet House	2255
Testing (standardized)	Office of Distance Learning	106 Seacobeck Hall	1038
Transcripts	Student Records	217 G. W. Hall	1063
Transportation for Student Organizations	Student Activities	Campus Center	1061
Tutoring	Multicultural Center	210 Lee Hall	1044
Volunteering	C.O.A.R.	Woodard Campus Center	1122
Wellness Programs/Peer Education	Residence Life, Wellness Programs Office	205 Lee Hall	1058, 1620
Withdrawal from the College	Mary I. Kemp, Office of Student Records,	217 G.W. Hall	1063
Writing Center	Jane Gatewood, Director	107-A Trinkle Hall	1036

College Services

Banking

There are no banking or check cashing services on campus, however, First Union Bank operates a 24 hour MOST Machine (ATM) in the Woodard Campus Center. In addition, there are a number of local bank branches within walking distance of the College. The Student Government Association Treasurer is responsible for handling a check cashing program, SGA Express, during his/her office hours.

Black Faculty/Staff Association

Statement of Purpose

The Black Faculty/Staff Association of Mary Washington College is committed to support the College affirmative action activities as stated in the current affirmative action plan. The Association will promote equal employment and equal educational opportunities for black personnel and students.

In promoting the well-being of the black College community, the Association will:

- Promote the recruitment and retention of black students
- Advise the President on policy matters of importance to black personnel and students
- Act as a lobbying body and as a conduit for activities of Mary Washington College on issues which concern and affect black personnel, students, and the black community
- Serve as a support network and fellowship for black personnel and students
- Participate in the national network of black faculty/staff associations, i.e., conferences, meetings, workshops
- Serve as a clearinghouse for information of interest and concern to black personnel and students.

Bookstore

The College Bookstore, located in Lee Hall, sells textbooks used in the academic program. It also carries related instructional materials, computers, office supplies, clothing, gifts, and other college memorabilia. A large department is devoted to general reading books, including current novels, classics, and recommended outside reading. The department carries the "bestseller" list and selected monthly titles at special prices. The Bookstore is open Monday through Friday, 9-5, and has extended hours at the beginning of each semester and for special College events.

The Little Store, located next to and run in conjunction with the Bookstore, is open Monday through Thursday, 8-8 and on Saturdays, 9-5, during the school year. It carries greeting cards, electronics, health and beauty aids, groceries, clothing, memorabilia and office supplies. It also provides a "24 hour" film developing service, sells magazines and newspapers and can access specific book titles for customers.

Calendar

A calendar of events, "This Week," is published weekly during the fall and spring semesters. It contains events for the week following its publication and also lists brief announcements of concern to students, faculty, and employees of the College. Announcements and activities of recognized student organizations will be included, but it is the responsibility of the organization to submit the information either to the Student Activities Office, Campus Center by 5:00 p.m. on Monday, or to the Office of Printing Services, Lower Level, Seacobeck Hall, by 12:00 noon on Tuesday for publication in the following Friday's "This Week." "This Week" is distributed in a prominent location in each academic building. It is also distributed by Resident Assistants in all residence halls.

Students are responsible for reading "This Week" to be informed of official announcements, important information, and events on the campus.

The Office of College Relations maintains an "Information Hotline" which lists events at the College that are open to the public. The Hotline number is 540/654-2424, and the information is updated frequently.

Campus Center (Woodard Campus Center)

The Woodard Campus Center is both a central gathering place for students and a versatile facility for organized activities. Student mailboxes, the Eagles Nest, Lounges, and the Commuting Students' lockers all generate a constant flow of students through the Center. Offices for student organizations—including the Student Government Association, Class Council, and the Board of Publications—are located in the Center. Musicians, comedians, and other entertainers perform in both the Eagles Nest's "intimate setting," and at dances/parties in the Great Hall.

The Office of Student Activities is located in the Woodard Campus Center, Ext. 1061. Student organizations use this office to reserve College facilities and arrange logistics for activities. See page 36 for more information on policies and procedures concerning activities in the Woodard Campus Center.

Career Services

The Office of Career Services coordinates a comprehensive program of workshops and activities designed to assist students as they choose their majors, develop their career plans, and seek employment. Included in these programs are:

- Choosing a Major workshops
- Individual career counseling: assist students individually with choosing a major, determining which career(s) to pursue, conducting a job search, pursuing graduate school, and other career-related issues.
- Computerized self-assessment and occupational information system (FOCUS).
- Career Development Workshops
- Career Resource Center:
 - occupational information
 - Informational Interview Notebooks which list alumni, by career field, who are willing to discuss their occupations
 - resources for job search assistance, i.e., resume and cover letter writing; interviewing strategies
 - company literature
 - federal government information
 - graduate school information including financial assistance
 - geographic directories of various employers
- Academic Internship Program: a graded, credit-bearing work program for juniors and seniors. (Freshmen and sophomores can do internships, but not for academic credit.)
- Workshops such as "Resume Writing," "Interviewing Skills," and "Job Search Strategies"
- Videotaped mock interviews and resume critiques
- Job interviews on campus with representatives from business, government, and education
- Career Search: a computer software program which lists over 400,000 organizations by industry, size, and geographic location (also lists contact names for specific departments to target resumes).
- Resume Referral Service: an opportunity for graduating seniors and alumni to place their resumes on file to be sent to prospective employers.
- Credential file service: students and alumni can set up files which include letters of recommendation and unofficial transcripts to be sent to prospective employers and graduate schools.
- Job vacancy listings: full-time, part-time and summer positions
- Employer Fair: held in the fall, this program features repre-

sentatives from business, government, education, and the non-profit sector who will discuss career options within their organizations. Many are collecting resumes for full-time work upon graduation.

- **Careers and Majors Day:** held in the spring, this program brings alumni on campus to talk with students individually and in small groups about their career fields so that students may make an informed decision about their career choices.

Change of Address

A student must report a change of address immediately so that the College can notify proper persons in cases of emergency, and correctly mail grade reports, billings, and other correspondence.

A change in address occurring **before the beginning of the academic session** should be reported to the Vice President for Admissions and Financial Aid, Lee Hall.

A change in address, used by a student (P.O. Box, Local Residential, Permanent Home Address, Billing Address) which occurs **after the beginning of the academic session** should be reported to the Office of Student Records, Room 217, George Washington Hall.

A change in the billing address should be reported to the Office of Student Accounts, Room 111, George Washington Hall.

College Police

The primary function of the Office of College Police is to protect students and College facilities, to enforce College rules and regulations, and to aid in promoting safety and order on campus. The officers comprising the force have powers of arrest both on and off the campus for any violation of the Code of the Commonwealth of Virginia and to charge students for violation of College regulations. The office is located in Room 104, Lee Hall, and has personnel on duty 24 hours daily. The office can be contacted by telephone for non-emergency matters by dialing Ext. 1025. Special "Emergency Telephones" are located in all College elevators, inside the academic buildings, and at various outside locations on the campus. To call for assistance on one of these special telephones, simply lift the receiver and wait for the police office to answer (unless otherwise indicated on the telephone).

IN CASE OF AN EMERGENCY ON CAMPUS DIAL EXT. 777 ON ANY COLLEGE TELEPHONE EXTENSION TO REACH THE OFFICE OF COLLEGE POLICE.

Mary Washington College is in full compliance with all provisions of the Crime Awareness and Campus Security Act of 1990. The Office of College Police submits monthly Uniform Crime Reports to the Virginia State Police. These statistics are forwarded to the Federal Bureau of Investigation in Washington, D.C. A complete report of the Uniform Crime Reporting statistics of crimes and attempted crimes reported to the Office of College Police is available upon request from that office.

Community Outreach and Resources (COAR)

Mission and Purpose: COAR is a campus resource serving community needs through an active exchange of service and learning, while continually striving to find solutions to problems that challenge the community. COAR is a student-run organization comprised of a student council that plans and executes on-going and one time service projects that address a variety of community needs. Each council member works with a committee of students who assist in the work of the council member. COAR student leaders work with individuals from the campus who wish to get involved in making a difference in their community.

COAR Student Council: Council positions include the fol-

lowing areas: Student Director, Office Manager, Children and Youth (Chair), Kids' Recreation, REACH Tutoring, Human Interest (Chair), Elderly, Mentally/Physically Challenged, Hunger and Homelessness, Recognition, Publicity, Special Projects, Into the Streets, Literacy (chair), Adult Literacy, English as a Second Language, Alternative Spring Break, HIV/AIDS, and Environment (Chair). These students respond to community needs through the programs that they coordinate.

Individual Service Placements

In addition to the service coordinated by the COAR Council and committees, the COAR office has an extensive listing of various community service needs in the following areas: youth, elderly, environment, legal/advocacy, mentally/physically challenged, administrative/public relations, counseling, recreation, and health. Students, faculty and staff are encouraged to visit the COAR office and select a service position that meets their interests and needs, as well as the needs of the community.

Group Service Projects

COAR works with student clubs and residence halls to assist in the organization and successful implementation of community service. Students organize food and clothing drives, holiday parties for homeless children, and recreational events for at-risk youth. The Alternative Spring Break Program takes MWC students to a variety of worksites to serve during spring break. Students have been to Kentucky and West Virginia to work on home building and repairs and to Baltimore to work in homeless shelters and soup kitchens. If you are interested in community involvement and leadership, please visit COAR, located on the first floor of Woodard Campus Center, Ext. 1122.

Commuting Student Lockers and Severe Weather Accommodations

Lockers are available, free of charge, in the Woodard Campus Center for commuting students. Students may request locker assignments in the Office of Student Activities. Priority is given to full-time degree seeking students.

In the event of severe winter weather, commuting students may contact the Office of Residence Life to arrange for temporary overnight housing accommodations.

Council On Community Values And Behavioral Expectations

The purpose of the Council on Community Values and Behavioral Expectations is to promote an equitable atmosphere within the Mary Washington College community that encourages:

- recognition of each individual's right to freedom of speech and open intellectual inquiry in the pursuit of truth;
 - the treatment of individuals with respect, civility and dignity;
 - respect for individual differences;
 - a feeling of trust and confidence, devoid of connotations of inferiority or superiority; and
 - understanding, appreciation, and acceptance of diverse cultures.
- Specific objectives of the Council include, but are not limited to, the following:

1. To establish an ongoing education and orientation program for the College community on the primacy and meaning of the Statement of Community Values and Behavioral Expectations.
2. To seek ways to enhance the recruitment and retention of a more diverse community of students, faculty, and staff.
3. To support and encourage special programs that foster understanding and appreciation of diversity.
4. To support the development of curriculum elements that reflect the contributions of a pluralistic society.
5. To establish and sustain a system of recognition and reward for model behavior and innovative efforts that promote the spirit and mission of the Council.

6. To issue an annual report describing the activities of the Council, including an assessment of the effectiveness of these activities in meeting the Council's mission and objectives.

The council is advisory in nature and composed of individuals from the College community who are appointed by the President. Recommendations from the Council will be brought forward to the President for appropriate action. The Council will be provided a budget each year to fund activities which promote and support its mission.

Document Center Services

General Information

The College Document Center is located in the basement of Seacobeck Hall beside the Rose Room.

Services

- FAX (Incoming/Outgoing)
- Computer Rental (Mac & PC)
- Transparencies
- 11 x 17 Posters (Assorted Colors)
- Envelopes

Price lists are available at the Document Center

Payments Accepted

Students may pay by cash or check (made payable to Xerox). If students have an account number through a College Club or College Department, this may be used for payment.

Coin Operated Copiers

Coin operated copiers are located in four areas for your convenience.

- Two copiers in the Simpson Library.
- One copier outside the Woodard Post Office.
- One copier in Trinkle, outside the writing center.
- One copier in Lee Hall, outside the Bookstore.

Assistance

Please stop by in person or call the Document Center staff at (540) 654-1935 if you need assistance. We look forward to serving you!

Employment

The College offers many opportunities for part-time employment. Positions, that include those in the Library, residence halls, The Underground, and faculty offices, pay approximately \$765 to \$2000 for the nine-month session depending upon job responsibility and the number of hours actually worked.

Inquiries about campus employment should be addressed to the Office of Admissions and Financial Aid, Lee Hall, Fredericksburg, Virginia 22401-5358.

Escort Service

An after-dark student-operated safety escort service is provided, upon request, to students who wish to be transported back to the campus after parking in one of the following areas: Battleground lot, Hanover Street, Sunken Road North and South lots, Thornton Street lot, William Street lot, and College Avenue lot. Students may also request an escort from an academic or administrative building back to the residence hall. The student wishing to use this safety service may contact the escort service at the College Police Office by using the emergency phone located in the parking lot. Emergency phones in these areas automatically ring into the College Police Office. In the academic buildings the student may use the campus telephones to call ext. 1129 during the operational hours of the escort service, ext. 1025 at other times, or use the emergency phones to request this service. A student could

also stop by the Office of College Police to request this service.

Upon request, the campus police will provide campus escort service to students with physical disabilities in inclement weather. A student with a disability may want to request an earlier arrival time to his or her destination than usual as there may be a delay in the provision of escort services when another emergency exists.

During the regular academic year the student-operated escort service operates from dusk to 1 a.m. Monday through Wednesday and from dusk to 3 a.m. Thursday through Sunday. An escort is always available after dark either from the escort service or a police officer, unless emergency conditions prevent a police response.

If the student is in one of the parking areas, the student should use the emergency phone to call for an escort and then stay in a locked auto or in a well lighted area for the escort to arrive. In some cases the student may have to wait for a number of minutes before the escort arrives. Calling in advance of your arrival is the best procedure.

Financial Assistance

The College offers many opportunities for student financial aid: scholarships and grants, loans, and student employment. Students wishing to be considered for student financial aid must file the Free Application for Federal Student Aid (FAFSA) by an announced deadline in the spring.

The College also has some limited funds available for short term loans to students who can demonstrate an emergency need for funds. Although student financial aid awards are normally made in late spring or early summer for the coming academic session, any student whose financial situation changes dramatically for unexpected reasons should always feel free to contact the Office of Admissions and Financial Aid to see if some assistance might be available.

Food Services

The College offers a comprehensive food service operation for the entire College community which consists of a boarding plan, cash sales, concession sales, and a catering program. Meals are served in Seacobeck Hall, which houses the kitchen and 4 dining rooms. A food court is located at the Eagles Nest in Woodard Campus Center.

All residential students are on one of two meal plans which offers them 15 or 9 meals a week and bonus dollars for additional meals either in Seacobeck or the Eagles Nest. Commuting students may also choose to be on one of these meal plans or a special 5 meal plan designed especially for them. It also has bonus dollars.

Additional information on meal plans and other dining or catering needs may be obtained at Seacobeck Hall or through the office of the Director of Auxiliary Services.

Dining Hall

The following rules govern the use of the Dining Hall:

1. An MWC identification (ID) card must be presented for admission to the Dining Hall. Each student must have an ID card. Report lost cards to the College Police Office.
2. **Take-out Policy:** Food served in the Dining Hall is to be consumed in the dining area. Transporting food out of the Dining Hall in secondary containers (plates, cups, bowls, and glasses) is NOT permitted. No utensils, serving dishes, or any other equipment may be removed from Seacobeck without permission of the management. For guests experiencing scheduling difficulties take-out containers may be obtained at the cashiers stand. Take outs will be monitored by the following guidelines: 1 entree, 3 vegetable or starch, 2 bread, 1 dessert, 1-20 oz. beverage. Reasonable requests for specific needs will be considered.
3. Seconds will be permitted except on premium meals.
4. Shoes and shirts must be worn at all times.

5. Seacobeck will be open **ONLY** during eating hours. The Dining Hall will close 1/2 hour after the last serving line closes. At this time, all students will be expected to leave. No studying or loitering will be permitted.
6. Improper use of an ID card in the Dining Hall, i.e. transferring, loaning, or using another person's ID card is a violation of the Honor Code.
7. No guest will be permitted to eat unless proper payment has been made or a meal ticket has been presented. Abuse of guest privileges will result in immediate disciplinary action.
8. Malicious mischief and destructive conduct may result in the loss of Dining Hall privileges. Food throwing and other such behavior are representative of improper conduct (i.e. food fights; pyramids) and will result in immediate administrative disciplinary action.

Hours of Seacobeck Dining Hall

Monday-Friday

Breakfast	7:15 a.m.-10:00 a.m.
Continental	10:00 a.m.-10:30 a.m.
Lunch	10:30 a.m.-4:00 p.m.
Dinner	4:00 p.m.-7:00 p.m.

Saturday

Breakfast	8:00 a.m.-9:00 a.m.
Continental	9:00 a.m.-10:00 a.m.
Lunch	11:30 a.m.-1:30 p.m.
Dinner	4:00 p.m.-6:30 p.m.

Sunday

Continental	9:00 a.m.-10:00 a.m.
Brunch	11:30 a.m.-1:30 p.m.
Dinner	4:00 p.m.-7:00 p.m.

A valid ID card must be presented for admittance at meal time. Residential students may bring guests to the dining hall and purchase meals upon entering the cafeteria.

Prices for Guests, Cash, or Bonus Dollars Meals in Seacobeck

Breakfast	\$3.25
Continental	\$2.25
Lunch	\$4.00
Dinner	\$6.00
Steak Night	\$8.50

Eagles Nest

The Eagles Nest is the College's food court and is located in Woodard Campus Center. It is a cash operation open to all members of the College community and their guests. Students on a meal plan can use flex-dollars or meal equivalencies here. The Eagles Nest offers a pizza shop, sub shop, signature salads, and a grill, along with "brand name" concepts. It also has a bakery, coffee shop and a frozen yogurt shop.

Hours of The Eagles Nest

Monday-Friday	7:30 a.m. - 11:00 p.m.
Saturday and Sunday	10:00 a.m. - 11:00 p.m.

Dining Hall—Presidential Advisory Committee

The Presidential Dining Hall Advisory Committee was initiated by and is advisory to the President of the College to promote the maintenance of a high quality college food service and dining facility.

The Committee is comprised of two students from each class, a student employee supervisor, a student employee in Seacobeck and one in the Eagles Nest, a student senator, the Dean of Students, a faculty member, the Director of Auxiliary Services, and the Food Service Director.

Student appointments are recommended by the Student Government Association President to the President of the College who makes the final appointments.

Health Center

The Health Center, located in Lee Hall, provides urgent care and diagnostic services and treats most medical and minor surgical problems. Prolonged treatment, involved tests for complex symptoms, specialty services, and routine physical examinations are referred to the family physician at home or to appropriate specialists in Fredericksburg. Birth control services are available in the Health Center, including weekly clinics for women wishing to start on a prescription method of contraception and over-the-counter methods of birth control. Prescriptions for birth control pills from private doctors can be filled through the Health Center. Pregnancy tests are done at the Health Center for a small fee.

Provisions are made for students to be seen and examined by the College Physician Monday through Friday. Hours are 9:30 a.m. to 11:30 a.m. and 1:00 p.m. to 2:30 p.m. except Tuesdays and Fridays. Tuesday hours are 1:00 p.m. to 3:00 p.m. and 6:30 p.m. to 8:00 p.m. Friday hours are 10:00 a.m. to 12:00 noon.

Arrangements for routine, emergency, or specialized dental care by local dentists, orthodontists or dental surgeons can be made through the Center.

Any medicines prescribed by the College Physician are provided by a local pharmacy under contract to the College and parents/guardians are billed for these unless other arrangements are made. If medications are prescribed by a private physician for a student, these can be filled through the Health Center.

Students with uncomplicated cold and flu symptoms or other minor medical problems may take advantage of the Mary Gilson Memorial Self-Care Center across the hall from the Health Center. Here students may assess their own symptoms and choose appropriate over-the-counter medication to relieve those symptoms.

Temporary bed space is available in the Health Center for students who are not feeling well and need to rest and/or be monitored for a few hours. Any student suffering an extended or serious illness and living within a reasonable distance from the College may be sent home with his/her parents or guardians for recuperation.

Full-time commuting students may obtain Health Center privileges by paying a fee each semester through the Student Accounts Office. The fee covers routine and emergency outpatient care.

All incoming residential students and those full-time commuting students who apply for Health Center privileges must have on file in the Health Center a form reporting the results of a recent physical examination which must have been performed within five months prior to the first semester of enrollment and must include a complete immunization history. Once received, these records are considered confidential and are available only to the medical staff. If the medical health form has not been completed and received by the Health Center by the published date, the student will not be permitted to register for classes or check into the residence hall. Commuting students who do not desire Health Center privileges must still have an immunization history on file at the Health Center in order to be able to register for classes. **IF TRANSPORTATION IS NEEDED TO THE HEALTH CENTER, THE NURSE ON DUTY MUST BE CALLED (EXT. 1040). NURSES WILL MAKE THE NECESSARY ARRANGEMENTS FOR POLICE TO ESCORT STUDENTS FROM THE HALL TO THE HEALTH CENTER DOOR.**

Health Insurance

To be protected from financial loss caused by an accident or sickness, all students must belong to a health insurance program.

Each student is required to be covered under their family policy, an individual policy, or the student insurance program. The student insurance program is available through the Business & Finance Office, 654-1020.

Hours Campus Buildings are Operational

Academic:

Classroom Buildings: M-F, 7:30 a.m.-10 p.m.; Sat., scheduled classes only

Goolrick Hall: (see "Recreational Facilities")

Library: M-Th, 8 a.m.-11 p.m.; F, 8 a.m.-9 p.m.; Sat., 9 a.m.-5 p.m., Sun., 1-11 p.m.

Administrative:

George Washington Hall offices: M-F, 8 a.m.-5 p.m.; weekends by appointment

Graduate & Continuing Education Center (Seacobeck): M-F, 8 a.m.-9:30 p.m.; weekends by appointment

Lee Hall offices: M-F, 8 a.m.-5 p.m.; Admissions Office open weekends by appointment only

Physical Plant: M-F, 8 a.m.-4:30 p.m.

Student Services

Bookstore: M-F, 9 a.m.-5 p.m. (extended hours are offered during fall and spring rush periods)

"Little Store": M-F, 8 a.m.-8 p.m.; Sat., 9 a.m.-5 p.m.

Campus Center: M-Th, 8 a.m.-Midnight; Fri., 8 a.m.-1 a.m.; Sa-Su, Noon-1 a.m.

Eagles Nest: M-F, 7:30 a.m.-11 p.m.; Sa-Su, 10 a.m.-11 p.m.

Health Center: M-F, 8 a.m.-8:30 p.m.; Sa-Su, 9 a.m.-5 p.m.

Post Office: M-F, 9 a.m.-5 p.m.

Box Access: M-F, 7 a.m.-Midnight; Sa, Noon-2 a.m.

Psychological Services Center: M-F, 8 a.m.-5 p.m.

Seacobeck Dining Rooms: (see "Food Services")

The Underground: Wed., 8:30-11:45 p.m.; F-Sa, 9 p.m.-1 a.m.

Language Lab

The Language Lab is operated by the Department of Modern Foreign Languages and is located on the second floor of duPont Hall. Hours of the Language Lab are:

M/W 9:00 a.m.- 5:00 p.m.; 6:00 - 8:00 p.m.

T/Th 9:30 a.m.- 5:00 p.m.; 6:00 - 8:00 p.m.

Friday 9:00 a.m.- 4:00 p.m.

Saturday 3:00 - 5:00 p.m.

Sunday 6:00 - 8:00 p.m.

Library (see Simpson Library)

Lost and Found

The Lost and Found Service is administered by the College Police, 104 Lee Hall. Students are urged to mark all belongings for ease in identification. All items found anywhere on campus should be turned in to the College Police between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Lost items will be held for 120 days and then discarded, given to appropriate charities, sold at auction or, if requested, the original finder may claim the item. Anyone losing an item may use "This Week" to advertise the lost items. Such notices should be submitted in writing to the Office of Printing Services (Lower Level, Seacobeck Hall).

Mail Services

Hours of Operation

Information and Package Pick-up

Monday-Friday 9:00 a.m. - 4:30 p.m.

Window Service (stamps & package mailing)

(The Post Office does not sell envelopes.)

Monday-Friday 11:00 a.m. - 3:00 p.m.

Access to Post Office Boxes

Monday-Friday 7:00 a.m. - 12:00 midnight

Saturday 8:00 am -2:00 p.m.

Sunday 12:00 noon - 12:00 midnight

General Information

The College Post Office is located in the Woodard Campus Center. All degree-seeking undergraduate students at the college—those who live in college housing as well as those who commute—are assigned a post office box in the Woodard Campus Center, and each student will retain this mailbox throughout the time of enrollment. All students share post office boxes so mail must be checked carefully before removing or opening it. It is the responsibility of each student to check this box regularly; unclaimed mail will be returned to the sender after 30 days.

Student Mailing Address

To expedite the distribution of your mail, advise those writing to you to include the following in your address:

FULL NAME

MWC BOX # (4-DIGIT NUMBER)
MARY WASHINGTON COLLEGE
1701 COLLEGE AVE.
FREDERICKSBURG, VA 22401-4666

Services

The MWC Post Office offers many of the same services available at a U.S. Post Office. Student may purchase stamps and other special services, such as priority, certified, insured, registered, international, and overnight mail. Packages weighing up to 70 pounds may be shipped from the MWC Post Office via UPS or U.S. Mail. Your packages must be in ready-to-mail condition. Packaging materials, including envelopes, are not available at the MWC Post Office. Envelopes may be purchased from the Document Center or the Bookstore.

Mail (US Postal Service, UPS, Federal Express, Airborne Express, and RPS) is delivered Monday through Friday to the College Post Office. Incoming mail is not posted on Saturdays, Sundays or holidays. However, weekend special services mail (USPS Overnight Express, Federal Express, Airborne Express, and UPS Next Day Air) for students is delivered to the College Police Office, and may be picked up there. Any overnight/express mail not picked up by the addressee at the Police Department on the weekend may be picked up at the MWC Post Office on Monday morning after 11:00 a.m.

Incoming U.S. Mail is delivered at 9:30 a.m. and under normal circumstances, will be put away by 4:00 p.m. the same day. Outbound mail is collected at 11:30 a.m. and 3:30 p.m. and delivered to the U.S. Post Office. Outbound mail deposited after 3:30 p.m. will be delivered to the U.S. Post Office the following morning at 11:30 a.m., except for Fridays. Mail deposited after 3:30 p.m. on Fridays will be taken to the U.S. Post Office at 11:30 on Monday morning.

Need a Stamp After Hours?

Stamps are available at the College Station Post Office and Giant Foods, both located in the Park and Shop at the corner of College Avenue and Jefferson Davis Highway.

Summer Forwarding Address

If you wish to have your mail forwarded to another address during the summer, you **MUST** complete a MWC Post Office Change of Address form, available at the MWC Post Office. If we do not receive this form, your mail will continue to be put in your post office box. Your mail will be returned to the sender if unclaimed for more than 30 days. ONLY First class and Second class mail will be forwarded. Students expecting business correspondence should file a change of address form directly with banks, credit card companies, etc. Having statements sent directly to you and not forwarded through the MWC Post Office will minimize the chance of late bills and checking account overdrafts. Note that record/book club responses are non-forwardable.

Assistance

Please stop by in person or call the Post Office staff at (540) 654-1049, if you need assistance. We look forward to serving you!

Multicultural Center

The Multicultural Center, established in 1990, assists students, faculty and the College staff in the development and implementation of programs and supportive services for students of color. This office coordinates activities and services for minority students with other campus offices and staff members. Students of color receive initial intake and advising

services, and later are referred to the appropriate campus resources for further assistance. This office also runs the tutoring program, Summer Transition Program (STP), and Project SOAR.

The Black Student Association, Asian Student Association, Hispanic Student Association, Voices of Praise, Women of Color, and Council of Students of Color Leaders receive program assistance from this office. Black History Month events and the Martin Luther King Holiday observance are also the responsibility of this office. The Vice President for Multicultural Affairs may be contacted in Lee Hall, Room 210, Extension 1044.

Psychological Services Center

The College maintains a Psychological Services Center staffed by professionally trained psychologists and counselors interested in assisting students with personal concerns as well as issues such as depression, anxiety or sexual assault and abuse. It is normal to experience some adjustment problems, especially during the college years when many changes are occurring in terms of both outer situations and inner feelings. It is also not uncommon for students in today's world to be confronted with more complex issues and experiences requiring intensive intervention and treatments. The Psychological Services Center is here to help assess these issues and their impact on the student's personal, social and academic functioning and to provide treatment and/or referral as needed.

Individual psychotherapy is available to all full-time MWC students without fee. (Please note that if a student is not enrolled full-time, we will still meet with the student to make a referral to community resources.) All consultation and counseling is confidential. Appointments can be made by stopping by the Psychological Services Center in Lee Hall, room 100 or by calling ext. 1053. Psychoeducational groups and workshops are offered each semester for interested students. In addition, a stress management program and a self-help tape library are available for use by students and do not require making an appointment with a counselor.

Recreational Facilities: Goolrick Hall, Tennis Courts and Playing Fields

The recreational facilities of Goolrick Hall, the tennis courts, and track are available for use at scheduled times by full time undergraduate students, full time faculty members, and employees when they are not in use for instructional or organized purposes. ID cards are required at all times. Goolrick Hall has an indoor swimming pool, a main and auxiliary gymnasium, a weight room, and a handball/racquet-ball court. The times available for use may vary, but in general they are:

General Recreational Use

Monday - Thursday 5:30 p.m. - 10:00 p.m.

Friday 5:30 p.m. - 9:30 p.m.

Saturday 10:00 a.m. - 5 p.m.

Sunday 1:00 p.m. - 10:00 p.m.

Pool

Lap Swim:

Monday, Wednesday and Friday 7:45 a.m. - 9 a.m.

Monday - Friday 12:30 p.m. - 1:30 p.m.

Recreational:

Monday - Friday 7:30 p.m. - 9:00 p.m.

Saturday 12 noon - 2:00 p.m.

Sunday 1:00 p.m. - 3:00 p.m.

Telephones/Data Service

All students, residential and commuting, may contract with MWC Voice Services (MWCVS) for long-distance service at an extremely competitive rate. Each student is assigned a

Personal Identification Number (PIN) to authorize long distance calls, and billing is monthly. Each residence hall has a telephone connection (see "Telephones," p.43).

Each residence hall room has two data outlets which access the college data network (see "Computer Data Network," p.40).

A Faculty/Staff/Student Directory is distributed in the fall to all members of the College community. Replacement directories are available from Administrative Services, 301 G. W. Hall.

Identification Cards

Each student is provided an identification card and is required to present it for admission to the dining hall, Goolrick gym, tennis courts, and College-sponsored events. The ID card is revalidated electronically each semester for the student who is attending the College. The card is the property of the College and is not transferable; nor can it be loaned. Falsification or loaning an ID card is an Honor Code offense. Report lost ID card to College Police Office. A charge of \$20.00 is made to replace a lost or damaged card. Temporary ID cards are available at the Office of College Police 24 hours a day every day. These cards must be used as identification at the library and Goolrick gym and validated by Food Service for use in the dining hall. These cards expire 7 days after issuance and are free. If your card is lost or damaged, you will be charged only for the permanent replacement. A student who withdraws must surrender his/her card during the check-out process to the Office of Student Records.

Simpson Library

General Information

The library is an important academic resource of the College community, containing books, periodicals, federal and state documents, and the college archives. The following services and policies are designed to ensure that all patrons receive the maximum benefit of these resources.

Circulation

The student ID card is required to check material out of the library. A lost ID card should be reported to the library immediately, as each student is responsible for all items checked out on his or her ID card. ID cards are non-transferable.

Materials are loaned for 35 days, and may be renewed if no other patron has requested them and the patron's library account is in good standing. Materials must be brought to the library to be renewed. Recalls may be placed at any time on items that are checked out. A book-return slot is located in the front wall of the building should items need to be returned when the library is closed.

There is a fine of 50¢ per day per item on all overdue material. The fine ceases to accumulate when the item is returned, whether the fine is paid then or later. The overdue fine rate on an item that has been recalled is \$1.00 per day. Fines continue to accrue when school is not in session. There is a minimum charge of \$50.00 for any lost item. Patrons will be charged for damage to library materials according to the type and extent of damage. The library retains all such material.

Reserve Materials

Materials on reserve are available from the reserve area at the circulation desk. The student ID card is required to check out reserve materials. Fines for overdue reserve materials are \$1.00 per hour (or any part of an hour) per item. Reserve fines continue to accrue when the library is closed.

Study Space

The library provides more than 250 study carrels for individual use. Small rooms for group study are available on a first come, first served basis.

Instructional Services

To help students make effective use of the library's extensive resources, the library staff offers a wide range of services. This assistance includes both individualized reference help at the library's Information Desk and course-related instruction that is centered around class assignments. Handouts and brochures are available to help students research particular topics, use the on-line catalog, and understand the various CD-ROM indexes.

Interlibrary Loan

Interlibrary loan services are available to students engaged in research projects that cannot be supported by the library's resources. Allow at least three weeks for receipt of requested items. Fines on overdue interlibrary loans are \$2.00 per day per item.

Copier Services

Coin-operated photocopiers are available for copying paper items. These copiers are provided and maintained by Xerox Corporation. Copies are 10¢ each and the machines accept nickels, dimes, and quarters. The library provides coin-operated reader-printers for microforms. Copies are 10¢ each and the reader-printers accept dimes only. A change machine which accepts \$1, \$5 and \$10 bills is also available; however, all change is in coins. Patrons planning to do extensive copying are advised to bring change.

Prohibitions

To promote the cleanliness, safety, and preservation of the building and its collection, tobacco products, food and drink are not allowed in the library.

The library has an electronic detection system to alert the staff to possible theft. This system will not damage audio or video cassettes or computer disks.

Deliberate hiding, theft, attempted theft, or mutilation (which includes writing or highlighting) of library materials is an Honor Code offense and a violation of the Virginia Code.

Library charges, policies and services are subject to change without notice.

College Procedures

Campus Closing For Inclement Weather

If winter weather conditions dictate the closing of school, the decision to close will be announced by the Office of College Relations as soon as possible over the "Information Hotline," 540/654-2424. Notice will also be given to the following radio and television stations:

Fredericksburg—Radio: WFLS, 1350-AM; 93.3-FM; WFVA, 1230-AM; WBQB, 101.5-FM; WJYJ, 90.5-FM

Richmond—Radio: WRVA, 1140-AM

Northern Virginia—Radio: WAVA, 105-FM

Students living outside the Fredericksburg area, who have difficulty receiving one of these stations may call the "Public Information Hotline," 540/654-2424. The hotline is equipped to handle numerous incoming calls at one time. For questions regarding the hotline, call the Office of College Relations at 540/654-1055.

Parking Regulations and Automobile Registration

The operation and parking of a motor vehicle on the campus and environs is a privilege granted by Mary Washington College. The administrative regulation of faculty, staff and student parking is necessary to provide the least inconvenience not only to the members of the College community, but also to the residents who live in the immediate vicinity of the campus.

The College assumes no liability for the care or protection of any vehicle or its contents. A person operating a vehicle on the campus assumes full responsibility for observing College regulations and the laws of the City of Fredericksburg and the Commonwealth of Virginia. Enforcement of these parking regulations is the primary responsibility of the Office of College Police; however, City and State Police do have legal jurisdiction. **Definition:** Vehicle includes any motor-powered automobile, truck, van, motorcycle or scooter. **Parking** includes spaces in any lots or streets perpendicular and parallel to the College.

The College reserves the right to change any or all of these regulations as necessary and upon advance written notification to those individuals affected. Regulations are enforced 365 days a year, 24 hours a day.

Complete requirements are shown in the current Motor Vehicle Policy and Regulations obtainable in the Office of College Police. Note: Every member of the College community is responsible for knowing and observing the traffic and parking regulations.

General Vehicle Registration Requirements

All student vehicles operated in the Fredericksburg area must be registered annually at the beginning of the academic year with the Office of College Police. A student must register his or her own vehicle. The vehicle cannot be registered in the name of another student or by another student. The registration sticker and color strip must be prominently displayed on the left rear bumper. The Office of College Police will indicate a location to display the decal for motorcycles or other vehicles without rear bumpers.

Registration of a student vehicle should be completed within 24 hours of bringing it to the campus the first time. Unregistered vehicles are subject to towing.

All regulations apply equally to faculty, staff and students unless otherwise specified. Vehicle registration forms, decals and violation notices are official documents of the College.

The person in whose name a vehicle is registered will be held responsible for any violation of these regulations. Extreme caution should be exercised in lending a vehicle.

The College reserves the right to withdraw parking privileges if it is in the best interests of the student or the College.

Each 24-hour period a vehicle is in violation of a College regulation constitutes a separate offense.

Students are responsible for parking infractions of their guests. Overnight guests must obtain a temporary registration at the Police Office.

Vehicles being loaded or unloaded must leave on the emergency four-way flashers, with a 15 minute time limit.

Handicapped and students with injuries should obtain special permission to park at locations more convenient to classes, work, residence halls, etc.

Specific Requirements for Vehicle Registration

Each faculty or staff member and student, regardless of status (residential, non-residential, special, etc.) must register all motor vehicles kept on College property or in the vicinity, regardless of ownership.

Failure to register a vehicle will result in the loss of driving privileges for a minimum of one semester.

At the time of registration, each applicant must present a current state registration (proof of ownership); license number, and description of vehicle (make, body, style, color, etc.).

A student may not register in his or her own name a vehicle owned or operated by another student.

The decal must correspond at all times and under all conditions with the vehicle and license plate for which it is issued. Decals are not transferable and must be removed under the following conditions:

- Change of vehicle ownership
- Termination of association with Mary Washington College
- Termination of period for which issued (decals of previous years are not to be displayed)
- Change of status or eligibility for car privileges

Penalties, Enforcement, Appeal

Enforcement of all traffic rules and regulations is the general responsibility of the College Police.

A violation ticket shall not be discussed with the police officer who writes it except for clarification of the charge. The police officer has no authority to settle a ticket which has been issued.

Moving violations, such as speeding, reckless driving or failure to stop at a stop sign, will be referred by summons to the courts of legal action.

Fines, payable to the College at the Office of College Police, will be assessed for breach of campus regulations.

Students receiving 10 parking violations within one school year will have their vehicles towed for each additional on-campus violation for the remainder of the school year. Additional violations over 10 per year are subject also to other administrative disciplinary actions.

Appropriate disciplinary action will be determined by the Office of the Senior Vice President for Administrative and Student Services, George Washington Hall. Penalties will range from the loss of driving privileges for a minimum of thirty (30) days or a suspension from the College for a just cause.

Students with unpaid traffic tickets jeopardize their chance for continuation or readmission, and no transcript will be issued by the College until all indebtedness is paid.

Appeals of violations of vehicle regulations will be heard. Anyone wishing to appeal a ticket MUST fill out an appeal form within seven working days after the citation has been issued. These forms may be picked up at the Office of College Police, completed and returned to the Office of the Senior Vice President for Administrative and Student Services. A student may schedule an appointment for the hearing. It should be noted that appeals will be heard only on the issue of whether or not the cited regulation was, in fact, violated. It is no excuse that one "thought it was no violation" or "did not mean to" or "saw other vehicles" in the same situation. Decisions resulting from hearings are final.

Nighttime Procedures for Student Parking Lots

An after-dark escort service is provided, upon request, to students who wish to be transported back to the campus after parking in one of the following lots: Battleground Lot, College Avenue Lot, Hanover Street, Thornton Street Lot, Sunken Road North and South Lots, and William Street Lot. The student wishing this service should call before arriving or use the phone at the lot, but remain in a locked car for arrival of the escort. Telephones in parking lots automatically ring the College Police when the receiver is taken off the hook or the call button is pressed to activate dialing. For additional information see the section "Escort Service."

Snow Emergency Regulations

To aid in snow removal of major roadways and preliminary to snow removal in parking lots, certain areas are designated Snow Emergency. A snow emergency designation means that no car will be parked in the area when there is a threat of snow, sleet, hail, freezing rain, or ice. Cars left in these spaces and impeding snow removal are subject to towing at the owner's expense.

Streets and areas designated as snow emergency include: Double Drive; the road around the Jefferson Square (student

cars at Jefferson and Bushnell may remain parked in allotted spaces); Marshall Drive (student cars may remain parked in allotted spaces); faculty and staff spaces in the George Washington Hall lot; Campus Drive from Sunken Road to the Woodard Campus Center; Lee Hall lot; faculty/staff spaces in Monroe North, Monroe East, Chandler, and Thornton Street lots; Goolrick North lot and drive; Simpson lot and drive; and Seacobeck lot.

After these spaces are cleaned, and as announced, student lots will be cleaned, with student vehicles using temporary snow emergency spaces that were cleared earlier.

When a snow emergency occurs, access to the Sunken Road North and South lots from Route 1 will be closed. Students with cars in these lots must use the entrance gate to Sunken Road which be opened for the period of the snow emergency.

Payment of Accounts

Full payment of fees and tuition must be received by the published due dates. If fees are not paid, the student will not be permitted to register for classes, attend classes, check into the residence halls, or eat in the dining hall. If fees are paid after the deadline, a late payment fee will be charged.

At the end of a semester, a student with an account balance for library fines, lost books, room damages, or other miscellaneous charges will not receive grades or transcripts until the account is paid in full. Seniors whose accounts are not paid will not be permitted to participate in Commencement exercises.

It is the responsibility of the student to contact the Office of Student Accounts if a bill has not been received within 20 days before the beginning of classes.

Any charge incurred in collecting a delinquent account will be added to the account. This applies, but is not limited, to charges by an attorney or a collection agency.

Bad Check Charge

A \$20 charge will be assessed against any member of the College community for any check presented to any office or element of the College, which is returned marked "not paid due to insufficient funds."

Disability Services

Mary Washington College is committed to providing equal opportunity to all academically qualified students and complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Fair Housing Act. Services for students with disabilities are located in the Office of Academic Services (GW 211, Voice x1010, TTY x1102). Special services are provided to students with disabilities in order to ensure equal access to the College's programs and activities.

A person with a disability is defined by law as anyone with a physical or mental impairment that substantially limits one or more of such major life activities as walking, seeing, hearing, speaking, working, or learning. Disabling conditions may include, but are not limited to, chronic health impairments (such as AIDS, seizure disorders, muscular dystrophy, arthritis, heart disease, respiratory conditions), blindness/visual impairments, deafness/hearing impairments, psychiatric conditions, traumatic brain injuries, specific learning disability conditions/dyslexia, attention deficit disorders, speech/language impairments, and physical disabilities.

Disclosure of disabilities is voluntary; however, in order to ensure equal access to programs and services, students are encouraged to contact the Director of Disability Services and to provide appropriate, professional documentation of the disability. Students are required to request reasonable accommodations through the Director of Disability Services in order to receive such accommodations. Depending on the student's needs, the Director coordinates services for students with disabilities, advises and assists in arranging accommodations, provides individual and small group study strategy consultations, con-

ducts diagnostic testing (for full time students only), and acts as a liaison between student and faculty/administration/staff on issues relating to services or accommodations. Because each student may require a different approach in order to achieve equal access to programs and services, accommodations may include, but are not limited to, reduced course loads, extended test time, note taker assistance, enlarged print materials, taped books, sign language/cued speech interpreters/transliterators, assistive devices, adaptive P.E., and housing modifications.

A request for alternative degree requirements will be considered only when other forms of accommodation are not sufficient to meet the special learning needs affected by the student's disability. In such cases, the Director of Disability Services will verify the diagnosis of the disability, provide appropriate academic counseling for the student in formulating a proposal for an alternative requirement. The Office of Academic Services in cases involving general education requirements, or the major department in cases involving major degree requirements, must approve proposed alternative degree requirements on a case by case basis.

Americans with Disabilities Act:

Complaint Procedure

Mary Washington College has adopted an internal procedure which provides for the prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: Shelli W. Short, Assistant Vice President for Personnel Services and Affirmative Action Officer, who has been designated to coordinate ADA compliance efforts. The following process will be followed:

1. A complaint shall be filed in writing, contain the name and address of the complainant, and briefly describe the alleged violation of the regulations.
2. A complaint shall be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation.
3. Following the filing of a complaint, the ADA compliance coordinator shall cause to be conducted such investigation as may be required to determine if the complaint is justified. The investigation shall be informal but thorough and afford all interested persons and their representative(s), if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination of the validity of the complaint and the resolution, if any, shall be issued by the ADA compliance coordinator and forwarded to the complainant no later than thirty (30) work days after the filing date.
5. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution or the lack of a resolution. The request for reconsideration shall be made to the ADA compliance coordinator within ten (10) work days of receipt of the written determination. Any request should be accompanied by a statement indicating why the resolution is unsatisfactory. The final determination rests with the ADA compliance coordinator, who will issue a written response within ten (10) work days of receipt of the request.
6. The ADA compliance coordinator shall maintain the files and records relating to the complaints filed. These records shall be maintained for as long as required by law.
7. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by, nor shall the use of this procedure be a prerequisite to, the pursuit of other remedies.*

* Other remedies may include the filing of an ADA complaint with the federal EEOC, U. S. Department of Justice, or other responsible federal agency; state employees may also file a complaint with the state EEO or initiate a grievance under the state grievance procedure, or other applicable grievance procedures.

Sexual Harassment Policy

Mary Washington College will not tolerate sexual harassment. Sexual harassment is a form of sexual discrimination and as such is illegal behavior. Moreover, sexual harassment would subvert the mission of the College by undermining the positive working and educational environment the College is committed to providing for all students, College personnel, and visitors.

The College's administrators and supervisors are responsible for taking reasonable steps to prevent and remedy sexual harassment. Such steps include educating the College community about the accompanying definitions and procedures, encouraging persons who think they have been sexually harassed to come forward, and vigorously pursuing violations of this policy.

Definition of Sexual Harassment

Sexual harassment is distinguished from consenting sexual behavior by the introduction of the element of coercion. In identifying incidents of sexual harassment, Mary Washington College follows guidelines set down by the Equal Employment Opportunity Commission in "EEOC Guidelines on Discrimination Because of Sex" (29 CFR Chapter XIV, 1604.11). The relevant guidelines, as modified slightly to fit an educational institution, are as follows:

Harassment on the basis of sex is a violation of Sec. 703 of Title VII [of the 1964 Civil Rights Act]. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment [or education], (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions [or educational decisions] affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic or extracurricular] performance or of creating an intimidating, hostile, or offensive working [or educational] environment.

As indicated by the definition above, a faculty member or supervisor may be guilty of sexual harassment if he or she unfairly exploits the power inherent in his or her relationship to students or subordinates. Sexual harassment may also take place in situations in which coercion is a factor between persons of the same status (e.g., student/student, faculty/faculty, staff/staff, administrator/administrator) or in which a subordinate acts coercively toward a person of higher position (e.g., a student toward a faculty member, an employee toward a supervisor). It may involve the behavior of a person of either sex against a person of the other or same sex.

Further, sexual harassment may involve acts that are not themselves coercive but that create an environment that is hostile, offensive, or intimidating for an individual who has to work or study there. Such sexually harassing acts thus may affect not only the person who is their target but also others in that setting who witness the acts.

The fact that someone did not **intend** to sexually harass another is generally not considered a defense to a complaint of sexual harassment. It is the **effect** and characteristics of the behavior that determine if the behavior constitutes sexual harassment. The College will consider charges of sexual harassment on a case by case basis. In determining whether conduct constitutes sexual harassment, the College will consider the facts of the incident or incidents as a whole,

including the circumstances or context in which the incident(s) occurred.

Examples of Sexual Harassment

Listed below are some types of behaviors that, according to legal precedents, may constitute sexual harassment. This list is not exhaustive.

- (a) Physical molestations;
- (b) Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances;
- (c) Demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or academic status;
- (d) Offers of money or rewards for sex;
- (e) Unwelcome patting or pinching, constant brushing against another employee's or student's body, repeated brushes or touches;
- (f) Pressure for sexual activity, including repeated requests for social contacts after a person has indicated no interest;
- (g) Unwelcome and repeated verbal expressions of a sexual nature, including sexual commentaries about a person's body, dress, appearance, or sexual activities;
- (h) Unwelcome and repeated use of sexually degrading language, jokes, or innuendoes; unwelcome and repeated suggestive or insulting sounds or whistles; sexually suggestive phone calls;
- (i) Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or study area, that may embarrass or offend individuals. Such material if used in an educational setting should be related to educational purposes.

Consensual Relationships

Although consensual relationships between persons of different power levels (e.g., between a faculty member and a student or between a supervisor and an employee) do not constitute sexual harassment, they raise serious concerns and may lead to difficulties. Such relationships may give rise to claims of sexual harassment in one or more of the following cases:

1. Third parties are adversely affected in their academic or employment opportunities because of a consensual relationship between others.
2. A consensual relationship creates a hostile, offensive, or intimidating work or learning environment for third parties.
3. A consensual relationship ends, but one of the parties continues to pursue the relationship after being notified repeatedly that such conduct is no longer welcome. According to legal precedent, mutual consent may not be an adequate or acceptable defense against a charge of sexual harassment.

In a relationship that involves a power differential, the person in power (e.g., faculty, supervisor, etc.) must do the following:

1. Distance himself/herself from any decision that may reward or penalize the other individual.
2. Disclose the nature of the relationship to the appropriate administrative supervisor, who then will take steps to ensure equitable treatment for all concerned.

Introduction to Sexual Harassment

Complaint Procedures

I. Scope of Procedures

- A. These procedures cover cases where the alleged harasser is a College employee and the complainant is a student or College employee. All members of the College community, full-time and part-time, have the right to bring a complaint under these procedures.
- B. These procedures do not apply to the following:

1. alleged harassment by students; see Student Conduct Policy
2. alleged harassment by persons from outside the College community (contractors, visitors, vendors, etc.); see AA/EEO Officer and/or College Police

II. Definition of College Community

For purposes of these procedures, the "Mary Washington College community" refers to all students, teaching faculty, administrative faculty, classified staff, and hourly employees.

III. Options For Resolving Complaints

- A. A person wishing to bring a sexual harassment complaint can use the informal procedure and/or formal procedures.
 1. The purpose of the informal procedure is to resolve the complaint as quickly and simply as possible.
 2. The purpose of the formal procedures is to resolve complaints through official channels. Sanctions are possible only through the formal procedures.

IV. Definition Of Working Days

"Working days" refers to the normal work schedule (Monday-Friday, excluding official College holidays). If either party is a student or teaching faculty member, the procedures may be suspended during times when classes are not in session by written consent of both parties.

V. Multiple Complainants

For purposes of these procedures, the term "complainant" refers to one or more persons bringing a complaint against an individual.

VI. Confidentiality

Individuals involved in matters arising under these procedures will take all reasonable steps to ensure confidentiality. Names of the complainant and the alleged harasser will not be released without their consent. Breaches of confidentiality may be deemed to be a violation of this policy for college employees or a violation of the conduct policy for students.

Informal Complaint Procedure

I. Purpose

- A. The purpose of the informal complaint procedure is to resolve the complaint as quickly and simply as possible. The use of the informal complaint procedure is optional. It is not a prerequisite to exercising rights available to the complainant under the formal complaint procedures or other avenues of redress.
- B. The College cannot take disciplinary action against an alleged harasser under the informal complaint procedure. Disciplinary action is a sanction available under the formal complaint procedures.

II. Procedure

- A. The president annually appoints faculty, staff, and students from the College community to serve as contact persons under this policy. These individuals receive specific training on sexual harassment issues, including this policy, the handling of complaints, and the legal ramifications of sexual harassment. Complainants are encouraged to seek out one of the designated contact persons to address their concerns. Contact persons counsel complainants about the options available to them under this policy, hear specific complaints of sexual harassment, refer complainants to appropriate resources, and if requested by the complainant, assist in resolving informal complaints.
- B. Resolutions of informal complaints may include a conversation between the contact person and the alleged harasser, a letter written to the alleged harasser, or other informal actions. Informal complaints do not require a written statement from the complainant. In no case will a contact person inform the alleged harasser of the complainant's identity without the written consent of the complainant.

- C. The use of the informal complaint procedure does not preclude an individual from using the formal procedures.

Formal Complaint Procedures

I. Purpose

The purpose of formal complaint procedures is to resolve sexual harassment complaints through official channels.

II. Filing the complaint

- A. Formal complaints must be filed with the AA/EEO Officer within one calendar year from the date of the alleged harassment. The complainant must be (or must have been) a member of the College community at the time of the alleged harassment.
- B. The complaint must be in writing and must be signed. It must describe the alleged behavior and state the remedy sought.
- C. Within 3 working days of receiving the complaint, the AA/EEO officer will give the alleged harasser a copy of the complaint.
- D. Within 10 working days of receiving this notification, the alleged harasser must submit a written response to the AA/EEO officer. During this same period, both parties may also submit written statements from witnesses or other persons involved in the case. The AA/EEO officer will provide copies of all documentation to the other party for review.
- E. Following the submission of written materials, the complainant may decide to pursue either a negotiated settlement of the complaint or a panel procedure. Either party retains the right to refuse participation in a negotiated settlement and proceed to a panel procedure.

III. Negotiated Settlement Procedure

- A. A complainant starts the negotiated settlement procedure by notifying the AA/EEO officer in writing. The officer immediately seeks the alleged harasser's willingness to pursue a negotiated settlement. The alleged harasser must respond in writing to this request within 5 working days. If the alleged harasser agrees to pursue a negotiated settlement, the AA/EEO officer has 20 working days to negotiate the settlement. If the alleged harasser does not respond or agree, the complainant may initiate the panel procedure.
- B. The AA/EEO officer will meet separately with each party to discuss the complaint and the response, and to try to work out a settlement. Either party may also bring an advocate to his or her meetings with the AA/EEO officer. But the complainant and the alleged harasser will not meet face-to-face as part of the negotiations.
- C. Any negotiated settlement must be approved in writing by the complainant as well as the alleged harasser, his/her supervisor, the AA/EEO officer, and any other appropriate administrators. If the appropriate administrators do not approve the settlement, the parties may elect to start the procedure over again, or they may initiate the panel procedure.
- D. A complainant who pursues negotiated settlement reserves the right to the panel procedure if a settlement is not reached.
- E. If a settlement is reached, the AA/EEO officer is responsible for implementing it. The AA/EEO officer will keep the complainant fully informed of the status of the settlement until its terms are satisfied. Should the complainant inquire in writing about the settlement's status at any time, the AA/EEO officer must respond in writing within 10 working days.

IV. Panel Procedure

- A. Initiating the procedure
 1. A complainant initiates the panel procedure by notifying the AA/EEO officer in writing.
 2. The Provost chairs the panel. He/she informs both par-

ties, in writing, of the time and place of their panel interviews.

B. Panel membership

1. At the beginning of each academic year, the Provost will generate a panel candidate pool, consisting of 35 full-time, continuing College employees chosen at random and proportionately representative of the teaching faculty, the classified staff, and the administrative faculty. These employees will receive training in sexual harassment law, policy, and procedures.
2. When a complainant initiates the panel procedure, the President will, within 5 working days, choose 15 persons from the candidate pool and send their names, in writing, to both parties.
3. Within 5 working days from the President's notification, each party may disqualify up to two candidates from the President's list by notifying the President in writing.
4. Within 5 working days after receiving the names of disqualified candidates, the President will appoint a panel of five members from among the remaining candidates.

C. Panel Interviews and Recommendations

1. Within 15 working days from the assembly of the panel, the panel will interview each party. These interviews will take place separately, and each party may bring his/her advocate to the interview. The interviews are not intended to be conducted as a court proceeding, and the panel is not bound by the technical rules of evidence. Although the two parties will not face each other, each party will hear the interview of the other party via live audio. A record will be made of all panel interviews.
2. Each party may submit names of witnesses and/or additional written statements to the panel during this 15-day period. The parties may agree in writing to a reasonable extension of this time frame.
3. If the panel desires, the Provost may request written statements from the witnesses. The panel may decide to interview some or all of these witnesses, and each party will hear these interviews via live audio, if they so choose.
4. The panel may solicit additional information from the witnesses, alleged harasser, and/or the complainant, in order to make a decision.
5. Following the interviews and a review of the evidence, the panel will render a judgment by majority vote (3 votes). If, in the judgment of the panel, sexual harassment has occurred, the panel will recommend an action or actions, also by majority vote. The Provost only votes in case of a tie.
6. The Provost submits the panel's recommendation(s) to the President and the parties within 5 working days of the panel's decision(s). Recommended actions may include (but are not limited to) the following:
 - a. written warning
 - b. suspension
 - c. probation
 - d. termination
 - e. change of position or assignment
 - f. required attendance at a sexual harassment training program
 - g. required participation in counseling

D. Resolutions

1. Either party may file a letter of exception with the President protesting the panel's recommendation(s) within 5 working days.
2. Within 5 additional working days, the President will inform both parties, in writing, of his or her decision(s).
3. If the President applies a sanction, the Provost will keep the complainant fully informed of the implementation of that sanction until all terms are satisfied. The complainant may write to the Provost regarding the implementation of the sanction, and the Provost must respond in writing within 10 working days.

Related Issues

I. Other Legal Recourse/Remedies

- A. Members of the College community whose complaints are not resolved to their satisfaction through these procedures (or who have complaints which are not addressed herein) may use other avenues of redress available under the Civil Rights Act of 1964 or with the Commonwealth of Virginia.
- B. Applicable federal law is found in Title VII and Title IX of the Civil Rights Act of 1964. Title VII, which addresses discrimination in employment, is under the auspices of the U.S. Equal Employment Opportunity Commission (EEOC); Title IX, which governs discrimination in educational programs and/or opportunities, falls under the auspices of the Office of Civil Rights of the U. S. Department of Education.
- C. State law can be accessed by contacting the Virginia Office of Equal Employment Services regarding discrimination in employment, or the Virginia Council on Human Rights for other types of discrimination.

II. Other Forms of Discrimination

This policy addresses sexual harassment as a form of sex discrimination. For complaints of other types of discrimination, such as discrimination based on age, race, national origin, marital status, etc., contact the AA/EEO officer of the College for assistance.

III. Retaliation

Retaliation against an individual as a result of that person's seeking redress under this policy is expressly prohibited. Any person who thinks he/she has been the victim of retaliation should contact the AA/EEO officer of the College for assistance.

IV. False Allegations/Malicious Complaints

A person who knowingly makes a false sexual harassment allegation may be subject to disciplinary action in accordance with State and/or College policies and procedures.

AIDS Policy

Human Immunodeficiency Virus (HIV) infection, including AIDS Related Complex (ARC) and Acquired Immune Deficiency Syndrome (AIDS), is a serious and possibly fatal illness which has invaded college campuses nationwide. In an effort to be prepared to address the needs of any Mary Washington College student or employee who should develop this disease, a comprehensive AIDS policy has been developed. In brief this policy provides that:

1. Students who have HIV infection, whether or not they are symptomatic, are allowed to attend class as long as they are physically and mentally able.
2. Students, faculty and staff with HIV infection cannot be restricted in their access to the campus center, theater, restaurant, snack bar, gymnasium, swimming pool, sauna, recreational facilities, library or other common areas.
3. HIV-infected persons cannot be denied residential housing and the college does not advise students living in a residence hall of the presence there of students with HIV infection. In some circumstances, and with medical advice, the Office of Residence Life may recommend to students with immune deficiencies that they be assigned to private rooms or consider off-campus living in order to protect their health.
4. Employees infected with HIV cannot be excluded from employment or restricted in their access to college facilities or services unless restriction is necessary to protect the welfare of the infected individual.
5. No current student, faculty member or employee can be required to divulge his/her medical status regarding HIV infection apart from exceptions of HIV infection is not part of the admission decision for students applying to the College or the hiring decision for those seeking employment.

6. The College does not screen employees, faculty or students for HIV infection. Any person requesting testing is referred to the local Health Department for anonymous testing.
7. Information concerning a student or employee shared with members of the Health Center or Psychological Services Center staff fall under the usual legal and ethical guidelines that govern medical and psychological information. When an infected individual elects to share information with other campus offices—e.g., the Office of Residence Life or the Office of Personnel and Employment Services—confidentiality will be maintained.

The Mary Washington College Policy on AIDS further establishes procedures covering voluntary disclosure, record keeping, education, serving the infected person's needs and the provision of appeals, procedures for incidences of discrimination and harassment. Persons with AIDS are protected from discrimination through the Americans with Disabilities Act of 1990 (refer to page 20). A copy of the complete policy may be obtained from the Health Center, the Dean of Student's Office or the Office of Personnel and Employment Services.

Residence life staff are not expected to handle blood or other potentially infectious materials as part of their job responsibilities. When members of residence hall communities are exposed to blood or other potentially infectious materials within their residence hall, housekeeping personnel should be contacted to clean and sanitize any exposed areas. If a member of the residence hall community decides, voluntarily, to handle blood or potentially infectious materials, "Mess Kits" and protective gloves are available from the Area Coordinator or Head Resident.

Smoking Policy

Smoking of tobacco at Mary Washington College is prohibited in all buildings except in areas identified by "Smoking Permitted" signs. In all cases, the right of the nonsmoker to protect his or her health and comfort will take precedence over an individual's desire to smoke. The College will provide smoking cessation programs for those who are interested.

Student Affirmative Action and Equal Opportunity

Mary Washington College is committed to the concept that all people shall have an opportunity to develop and work to the limits of their ability. The College does not discriminate on the basis of race, color, religion, physical disability, national origin, political affiliation, marital status, sexual orientation, sex (except in housing) or age in admitting and housing students, awarding grades or in employing and promoting faculty and staff members. It is expected that each student who enrolls and each employee at Mary Washington College will uphold these ideals of equality. Questions in these matters should be directed to Shelli Wallis Short, AA/EEO Officer, Room 24, George Washington Hall, Fredericksburg, Virginia 22401, or telephone (540) 654-1046, TTY 654-1104.

Mary Washington College provides disabled members of the College Community with an opportunity to participate in campus activities and programs. To fulfill this responsibility the College will keep present and future students, faculty and staff informed of how to take advantage of accessible locations and will be available to bring about resolution, if possible, wherever accessibility problems occur. For more information contact the AA/EEO Officer, Room 24, George Washington Hall, 654-1046, TTY 654-1104.

Student Grievance Procedures For Resolving Allegations of Discrimination

Mary Washington College is committed, by policy of the Board of Visitors dated February 11, 1978, to the concepts of

equal employment and educational opportunities for all persons. It is recognized, however, that allegations of discrimination may arise and that procedures for addressing them in a prompt, orderly and equitable manner should be available. The procedures that follow outline the processes and steps that have been established by the College to address specific allegations of discrimination.

Scope of the Procedure

This grievance procedure is available to any student at Mary Washington College who feels that he or she has been discriminated against by one or more persons serving in an official capacity for the College, which alleged action directly or indirectly negatively effects the education or work activity of the individual and which can be corrected by the College. The complaint or allegation must be based on one or more of the following discriminatory factors: race, color, religion, physical disability, national origin, political affiliation, marital status, sexual orientation, sex, or age (except where sex or age is a bonafide occupational qualification). This procedure is designed specifically for resolving matters of alleged discrimination as may be applicable to Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other requirements.

Complaints of students concerning Judicial and Honor procedures and violations, student disputes with faculty members over marks or grading policies, and student campus housing policies that specify same sex roommates and single sex or coeducational residence halls shall be referred to other established procedures for resolution. If discrimination is a part of the allegation, the other established procedures will be utilized.

Procedures

Step One. A student with a complaint must consult in person with the College AA/EEO Officer or, in his/her absence, his/her designee within 10 working days after the event that gave rise to the alleged violation.

For this meeting, the student must complete and sign an MWC Form, D-1 (secured from the AA/EEO Officer and returned to that office) providing the following information:

1. The basis for alleged discrimination (sex, race, age, etc.).
2. A clear statement of the facts upon which the complaint is based, including an explanation of how the student has been adversely affected.
3. An identification of person(s) or the College policy or procedure considered responsible for the alleged discrimination upon which the complaint is based and an explanation of why the person(s) is considered responsible or why the College policy or procedure is considered improper.
4. A copy of any pertinent Board of Visitors or College policies or regulations, state statutes, contractual agreements, or other documents of custom or practice upon which the complainant relies.
5. A statement of the specific relief sought.

One purpose of this meeting is for the College AA/EEO Officer to determine whether or not the allegation is one that comes within the purview of these procedures. The decision as to whether the complaint is covered by these procedures or is properly covered under other procedures shall be made entirely by the AA/EEO Officer and announced to the complainant in writing within 10 working days after the initial meeting.

If the allegation is one that is within the purview of these procedures, the AA/EEO Officer will review all of the facts provided by the complainant and will thoroughly investigate the alleged discrimination. The findings of the investigation and the proposed resolution will be communicated in writing to the complainant within 10 working days after the AA/EEO Officer receives the completed MWC Form D-1.

Step Two. In the event a student complainant is not satisfied with the Step One resolution, the individual may request a Complaint Panel hearing within five working days after re-

ceipt of the Step One Decision. The request for a Panel hearing shall be made on a Step Two Complaint Form obtained from the College AA/EEO Officer and returned to him once it is completed. On the Step Two Complaint Form, the complainant will provide the following information:

1. A list of witnesses to be present at the panel hearing.
2. The identification of any counsel, advisor, or observer to be present at the hearing.

This Step Two Form, together with the Step One Complaint Form, will constitute the formal application for a Step Two Complaint Panel hearing. The AA/EEO Officer shall transmit these forms to the President of the College within five working days after receipt of them.

The President shall appoint a three-member panel composed of two full-time administrators and one full-time faculty member. The panel shall then elect a chairman from its ranks and set a date, time, and place for the hearing that shall not be more than 10 working days after it is selected. The student shall be notified of the hearing date, time, and place. Before the hearing, the AA/EEO Officer will supply the panel members with copies of the complaint forms. After the hearing, the panel will submit its recommendation to the President of the College for his consideration and action. The President shall notify all parties of his decision within five working days after receipt of the recommendation of the panel. Procedures for conducting the hearing are given later in this document.

Step Three. If the President's decision is not acceptable to the complainant, the individual may appeal the decision to the Executive Committee of the Board of Visitors. To accomplish this, the complainant shall present to the President within 10 working days following the receipt of the President's decision a written request addressed to the Rector for a hearing by the Executive Committee of the Board of Visitors. Within 30 days after receipt of a request from a complainant, the Rector shall have the Executive Committee of the Board of Visitors review the record of the panel hearing and render a decision and notify the complainant.

The decision of the Executive Committee shall be final in all determinations relating to the College position on the complaint. Failure to comply with the decision of the Executive Committee or reprisals as a result of the decision shall be cause for disciplinary action.

The conduct of the hearing shall be as follows:

1. The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing.
2. The panel may, at the beginning of the hearing, ask for statements clarifying the issues involved.
3. The hearing shall be recorded by tape, and a copy of the tape may be supplied to the complainant at his or her request for the cost of the tape.
4. Exhibits, when offered by the complainant or the College, may be received in evidence by the panel and, when so received, shall be marked and made part of the record.
5. The complainant and College officials, or their representatives, shall present their claims and proofs and witnesses, who shall submit to questions or other examination. The panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.
6. The parties may offer evidence and shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute. The panel shall be the judge of relevance and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.
7. The panel will operate on the basis of a simple majority vote.
8. When all claims, evidence, and proofs are received from both parties, the panel shall deliberate in privacy and transmit its recommendation within five working days after the hearing to the President of the College. The Presi-

dent shall notify all parties of his decision within five working days after receipt of the recommendation of the panel.

NOTE: With consent of both parties, the panel may extend any or all of the time periods established in this procedure. All questions relating to discrimination should be addressed to Shelli Wallis Short, AA/EEO Officer, Room 24, George Washington Hall, Mary Washington College, Fredericksburg, VA 22401, or telephoned to (540) 654-1046. Nothing in the complaint procedure shown in this document is intended to prohibit an individual from filing in writing an allegation of discrimination with the Office of Civil Rights, Department of Health and Human Services, Washington, D.C. 20201.

Use Of The Mary Washington College Name, Seal, Logo, and Medallion

No member of the College community, student or faculty group, club or organization, or non-College group, business or individual may use the seal of Mary Washington College, the name MARY WASHINGTON COLLEGE or the logo, medallion, or mascot symbol, as part of its title, name, or designation or in the title or name of any publication or for advertising purposes of items or goods without prior written approval from the Senior Vice President for Administrative and Student Services. The official College colors are navy blue, gray, and white.

Withdrawals

There are two types of withdrawal from the College. Voluntary Withdrawal is a procedure initiated by the student; Administrative Withdrawal is an action taken by appropriate authorities of the College.

Voluntary Withdrawal. A student who does not plan to complete the course-work for a semester must report to the Office of Student Records no later than the last day of classes to complete the withdrawal process. In order to withdraw from a semester, the student must do the following:

1. Complete the official withdrawal form in the Office of Student Records.
2. Obtain clearance from designated officials of the College.
3. Pay all outstanding financial obligations to the College.
4. Submit evidence of parental authorization to withdraw.
5. Officially check out of the residence hall and return the room key to the Area Coordinator or Head Resident within 48 hours of withdrawal.
6. Return the MWC ID card to the Office of Student Records.

No courses or grades will be recorded for the semester; however, a notation of withdrawal will be made on the student's permanent record.

Administrative Withdrawal. When the withdrawal of a student from a semester is required by action of the Honor Council or as a result of official administrative action, such involuntary withdrawal is termed Administrative Withdrawal. The student is given instructions when such action is taken. A student thus expelled is not eligible for readmission.

A student who withdraws in good academic standing is eligible for readmission. A student who withdraws while on academic probation may be readmitted only by approval of the Readmission Board. Any student in good standing who plans to return should request a Leave of Absence at the time of withdrawal. A student who withdraws under accusation of an honor offense is not eligible for readmission.

Fee adjustments are based on the official date of the withdrawal, which is the date that the withdrawal form, with all clearances, is received in the Office of Academic Services. (See Refunds of Fees, Withdrawal Charges, in the Academic Catalog).

Student Affairs



What is Student Affairs?

What is expected of me as a citizen of the College community?

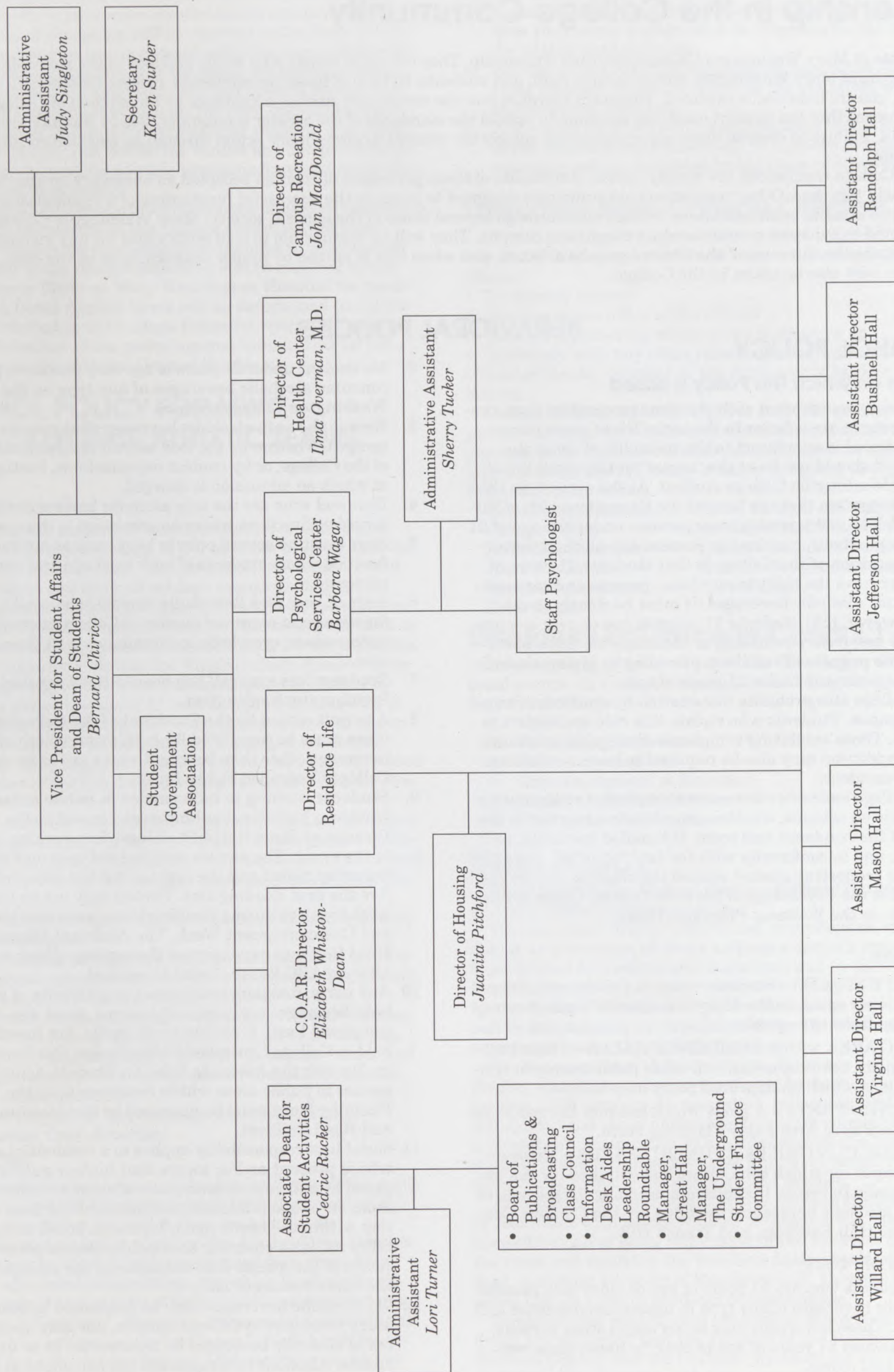
How does my club reserve College facilities?

Overview

Student Affairs, as an integral part of the Mary Washington College Community, is committed to excellence in liberal learning, and enhances and complements the students' academic pursuits by providing support services and a variety of interactive learning situations. These opportunities assist students in their personal development and promote responsibility to and interaction among all members of the community. To that end, Student Affairs provides opportunities for the acquisition of interpersonal and leadership skills, for service to others, for self-discipline and adherence to agreed upon community values. Student Affairs facilitates involvement in out of class experiences and the acquisition of skills and abilities necessary for life-long learning and for living healthy, productive, creative lives. Creating a supportive yet challenging environment, Student Affairs encourages the acceptance, appreciation, and understanding of individual and cultural differences.



Student Affairs Organizational Chart



Citizenship in the College Community

Students at Mary Washington College have dual citizenship. They belong to society as a whole and also to the particular community made up of Mary Washington college faculty, staff, and students. In both of those environments, respect for others is the norm. Rational, mature behavior is expected. Voluntary entrance into the community implies acceptance by the student of College regulations. It means that the student must also continue to uphold the standards of the greater community, live by its rules, and fulfill its obligations. Failure to observe these expectations will subject the student to disciplinary action through an established procedure of due process.

Many College regulations are simply formal statements of those principles of conduct accepted as necessary for the fabric of society to hold together. Other regulations are principles designed to promote the successful functioning of a residential academic community. Thus in some instances, College standards go beyond those of the general society. Mary Washington College students are expected to evidence mature conduct away from campus. They will be responsible to civil authorities for any violation of law. In some cases the interests of the College may be affected, and when this is judged by proper authorities to be the case, disciplinary action may also be taken by the College.

BEHAVIORAL POLICIES

ALCOHOL POLICY

Principle on Which This Policy is Based

This policy was drafted with the clear recognition that alcoholic beverages are a factor in the social life of some young people. Alcohol is an adjunct to the social life of some students but it should not be at the "center" of the social life of the Mary Washington College student. At the same time the College recognizes that the laws of the Commonwealth of Virginia are clear and unambiguous: persons under the age of 21 are not to purchase, consume or possess any alcoholic beverage. The position of the College is that students 21 years of age or over have the right to purchase, possess and responsibly consume alcoholic beverages. It must be clearly recognized, however, that students 21 years of age or over are prohibited by law from purchasing or obtaining alcoholic beverages for the purpose of reselling, providing or giving alcoholic beverages to anyone under 21 years of age.

The College also prohibits intoxication by students of any age on campus. Students who violate this rule are subject to sanctions. Those exhibiting symptoms of on-going substance abuse or addiction may also be required to have a substance abuse assessment.

The College endeavors to ensure that alcohol consumption by students on campus, whether at public functions or in the privacy of the residence hall room, is handled maturely, responsibly, and in conformity with the law.

Persons requesting alcohol related information or services may contact the Psychological Services Center, Office of Residence Life, or the Wellness Programs Office.

Definitions:

PRIVATE SPACES—Student rooms in College residence halls. All other space on the Mary Washington College campus is considered to be public.

PUBLIC AREA within RESIDENCE HALLS—Those hallways, lounges, common areas, and other public rooms in residence halls in which an approved party may be held.

APPROVED PARTY—A party which has met the specifications in the Public Area Party Planning Form.

COLLEGE-CONTROLLED PUBLIC SPACES—Those areas on campus for which the College has obtained (or can obtain) Alcoholic Beverage Commission licensing for the sale or service of alcoholic beverages. Included are the Campus Center, the Lee Hall Ballroom, and Trench Hill.

Elements of Policy

1. All students who are 21 years of age or older may possess alcoholic beverages of any type in upperclass residence hall rooms. These beverages may be served to other persons, who are also 21 years of age or over, in upper-class residence hall rooms.

2. No student under 21 years of age may purchase, possess or consume alcoholic beverages of any type on the Mary Washington College campus.
3. Beer is the only alcoholic beverage that may be sold on campus, whether by the food service company, other agents of the College, or by student organizations, hosting a party at which an admission is charged.
4. Beer and wine are the only alcoholic beverages that may be served at functions where no admission is charged.
5. Beer must be served only in beer cans or bottles at any function where students of both legal age and underage are present.
6. Kegs of beer and Beer Balls may only be used at social functions and approved parties in College-controlled public spaces where everybody in attendance is 21 years of age or over.
7. Food services may sell keg beer at their regularly licensed location: the Eagles Nest.
8. A permit signed by the President of the College or his designee must be completed for each event where alcoholic beverages other than beer and wines are to be served in a College Controlled Public Space.
9. Students wishing to hold parties in public areas within residence halls must submit such request to the Assistant Director or Head Resident at least five working days prior to the event. The parties may be held only on Friday and Saturday nights and the night of the last day of classes before the first Reading Day. Parties may not be held on weekdays nor during Reading Days, examination periods, and Commencement Week. The Assistant Director and Head Resident may approve the serving of beer and/or wine after an ABC liquor license is secured.
10. Any party, function, social event or gathering at which alcoholic beverages are going to be served, must also have a completed Party Planning Form on file. For functions being held in College Controlled Public Spaces this form must be on file with the Associate Dean for Student Activities. For parties in public areas within residence halls the Party Planning Form must be approved by the Assistant Director and Head Resident.
11. Social host responsibility applies to a residential student who is present and/or aware that his/her guests are engaged in underage consumption of alcohol within the host's room, or of-age intoxication which resulted from consumption within the host's room. Likewise, social host responsibility includes ensuring that public consumption or intoxication of the guests does not occur in the private spaces of the host's residence hall.
12. No alcoholic beverages may be consumed in public on the Mary Washington College campus, nor may open containers of alcoholic beverages be transported in or upon public spaces. Alcoholic beverages are not permitted at any athletic contest, game or match.

13. No of-age persons (including parents) are permitted to bring alcoholic beverages into freshman residence halls.
14. Violations of this policy will be reported to the Dean of Students or designee who is charged with the responsibility for seeing that the provisions of the policy are carried out and that violations are dealt with. In most cases of alcohol consumption/possession violations, the Peer Judicial Board of the residence hall in which the alleged violation took place will review the case, decide the verdict and assign the sanction. (See page 46 for possible sanctions for violations of the College Alcohol Policy).
15. Residential students who exhibit signs of alcohol intoxication will be referred to the College Police. Any student who is unresponsive or otherwise thought to be in danger of serious acute alcohol poisoning will be referred to the Emergency Room at Mary Washington Hospital for treatment. A Blood Alcohol Level will be determined on all students referred to the College Police for suspected intoxication. Violations of the policy against intoxication on campus are reported to the Dean of Students.

ALCOHOL POLICY FOR MWC INTERCOLLEGIATE ATHLETIC TEAMS

POLICIES

S/A = Student Athlete

1. A S/A cannot possess or consume alcohol or use illegal drugs while representing MWC at home or away Intercollegiate Athletic events. This includes, but is not limited to, travel to and from all athletic events (including private, commercial and institutional vehicles), social activities during team trips, all meals or snacks consumed in or outside restaurants and in team housing accommodations.
2. A S/A, cited for violating the Virginia State Alcohol Laws which prohibit possession or consumption of alcohol by anyone under the age of 21 and also prohibit those 21 or older from purchasing and/or supplying alcohol to underage persons, will be sanctioned. If charges are subsequently "dropped," this citation will not be counted toward expulsion of the S/A from the Intercollegiate Athletic Program.
3. A S/A, cited for violating the Virginia State Laws concerning illegal drugs, will be sanctioned. If charges are subsequently "dropped," this citation will not be counted toward expulsion of the S/A from the Intercollegiate Athletic Program.
4. A S/A cannot consume alcohol less than 48 hours prior to any competition.
5. A S/A, hosting prospective student/athletes on or off campus, cannot consume alcohol in the presence of, or provide alcohol to, prospective student/athletes.
6. A S/A cited for an alcohol or illegal drug related violation at any time during the academic year, on or off campus, must notify the head coach of their "in-season" team and the head coach of any "out-of-season" team(s) within 24 hours of the incident.

** Coaches may adopt more stringent policies for any team under their direction.

SANCTIONS

1. The **first** violation of any of the Alcohol/Drug Policies will result in the S/A being suspended from their next scheduled competition, for which they are **available**.
2. The **second** violation of any of the Alcohol/Drug Policies will result in the S/A being suspended from their next **TWO** scheduled competitions, for which they are **available**, only if one or both of these violations occurred during the "off-season." However, if two violations of any Alcohol/Drug policies occur "in-season," the S/A will be expelled from the Intercollegiate Athletic Program for the remainder of the academic year.

3. The **third** violation of any of the Alcohol/Drug Policies during an academic year, will result in the S/A being expelled from the Intercollegiate Athletic Program for the remainder of that academic year.
4. Failure to self-report being cited for any of the Alcohol/Drug Policies within 24 hours of the violation, will result in additional sanctions.
5. A S/A cited for an alcohol related-incident that violates any of the Alcohol/Drug Policies will be required to attend educational sessions conducted by the Dean of Students Office.

Directives from College Officials

It is the student's responsibility to respond immediately to any of the following directives or requests from a College official:

1. To identify oneself
2. To come to the office of the official
3. To leave a gathering when asked to disperse or
4. To comply with any other reasonable request made by an official or faculty member in the discharge of his/her responsibilities.

College officials have the right to stop and question any person entering the residence halls to determine his or her purpose for being there. A student is required to, upon request, provide the full name of his or her guest to any of the following authorities:

College Administrators	Honor Council & Contacts
College Police	Residence Hall Council Officers
Assistant Directors	Campus Judicial Chairperson
Head Residents	Student Government Association
Resident Assistants	President
Desk Aides	

Disorderly or Obscene Conduct

No student shall be involved in the following at College related events, on College property, or in College-owned buildings or vehicles:

1. Fighting
2. Creating a disturbance
3. Disorderly conduct
4. Obscene conduct or language
5. Verbal or physical harassment
6. Making excessive noise

DRUG POLICY

Mary Washington College does not tolerate the possession or use of illegal drugs on campus.

The use, providing for other's use, manufacture, merchandising, or possession of drugs without a doctor's prescription is prohibited by Federal and State laws and by the College. Possession of drug paraphernalia on the campus is prohibited by the College. Violations of these rules can be expected to result in **suspension or expulsion from the College**, as well as prosecution by the civil authorities.

For the purpose of this regulation, drugs are defined as including marijuana, cocaine, crack, ice, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates and other hallucinogens except when taken under a physician's prescription in accordance with the law. Drug paraphernalia includes but is not limited to bongs, roach clips, pipes, hypodermic syringes, and needles.

An innocent student who observes another student or guest or roommate with possession/use of illegal drugs may absolve himself/herself of being implicated in the violation by leaving the room and notifying the Resident Assistant, Head Resident, Assistant Director of Residence Life, Director of Residence Life, or Dean of Students of the situation.

Students who wish to seek counseling concerning the use of drugs are reminded that the Director of the Psychological Services Center, and the College Physician are available for such help. Conferences with these persons are confidential,

subject to the standards of privacy established in the medical and counseling professions. Others, including the Dean of Students and the Director of Residence Life are also available to help students.

Drug Search and Seizure Procedures

When alerted to a possible violation of the drug policy, the residence life staff members will investigate using the following guidelines:

Plain View: Resident(s) Present in the Room

Residence Life staff will contact the College Police supervisor on duty and explain circumstances. The supervisor will determine whether a criminal search or an administrative search and seizure is indicated. Residence Life staff members will announce/introduce themselves, state the reason for the room check, ask the resident(s) to confirm or deny the presence of drugs and, if confirmed, ask who is responsible. Materials in plain view will be confiscated by the staff members, a thorough search of the room will be conducted, and College Police will be called to collect the material. An Incident Report will be written and distributed to appropriate administrators (i.e., Assistant Director, Director of Residence Life, Dean of Students).

Plain View: Resident(s) Not Present

Residence Life staff will contact the College Police supervisor on duty and explain circumstances. The supervisor will determine whether a criminal search or an administrative search and seizure is indicated. In an administrative search and seizure, the Residence Life staff members will enter the room and confiscate any drugs in plain view. No search will be conducted at that time, but the room will be secured. When residents return, they will be directed to another location and the situation explained to them. Further searches may be conducted at that time, at the direction of College Police.

Administrative Search

An administrative search and seizure will be conducted by appropriate Residence Life or administrative staff members (i.e., Assistant Director on-call, Director of Residence Life, Dean of Students, or Senior Staff administrator on-call) accompanied by a College Police officer. The Residence Life staff members present will knock on the door, introduce themselves by name and title, key-in, and enter the room. The police officer will remain outside the room to provide assistance if necessary. The staff members will introduce all personnel to the resident(s), state the purpose for the search, and explain that the officer is present in an administrative capacity to take possession of any illegal drugs or paraphernalia found in the room. Staff members will ask the resident(s) to confirm or deny the presence of drugs and, if present, to identify the responsible person. A thorough search of the room will be conducted. Any drugs found will be handed to the officer outside the room.

Resident(s) will be informed that an Incident Report will be written, the substances found will be analyzed by the police, and that they must schedule an appointment with the Dean of Students. Residents should be referred to the due process hearing procedures explained in the *Student Handbook*.

Drug Free School Zone

On April 11, 1992, the following resolution was unanimously adopted: "RESOLVED by The Rector and Visitors of Mary Washington College that the campus of Mary Washington College, is hereby **designated a 'drug free school zone.'**" This action, which applies the provisions of the *Code of Virginia* Section 18.2-255.2 to the campus of Mary Washington College makes it unlawful for any person to manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance or marijuana at any time while upon the property, including buildings and grounds or upon property open to public use within 1,000 feet of College property. Nothing in this resolution shall prohibit the authorized distribution of controlled substances.

Violation of the provisions of this resolution and the Code of Virginia shall constitute a separate and distinct felony. Any person violating the provisions of this section shall, upon conviction, be imprisoned for a term of not less than one year nor more than five years and fined not more than \$100,000. However, if such person proves that he sold such controlled substance or marijuana only as an accommodation to another individual and not with intent to profit thereby from any consideration received or expected not to induce the recipient or intended recipient of the controlled substance or marijuana to use or become addicted to or dependent upon such controlled substance or marijuana, he shall be guilty of a Class 1 misdemeanor.

Prosecution under the provisions of this section of the Code of Virginia does not preclude the enforcement of other College regulations concerning the possession and/or use of drugs or drugs paraphernalia.

The Mary Washington College Alcohol and Drug Policy Brochure, which is distributed each year to students, contains the effects and risks of most drugs, symptoms of drug abuse, rehabilitation resources, and state and federal laws and penalties for the possession, use and distribution of illicit drugs. Copies of this brochure may be obtained from the Office of Residence Life, 205 Lee Hall.

Mental Health Policy

A student's status at the College will be reviewed if the student's behavior meets one of the standards described below, and there is reason to believe that the actual or threatened behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem. Specifically, the **Mental Health Policy** may be invoked when:

1. The student has engaged, or threatened to engage, in behavior constituting a disciplinary or honor offense as defined in the *Student Handbook*, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.
2. The student has engaged, or threatened to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.
3. The student has engaged, or threatened to engage, in behavior which poses a danger of causing physical harm to self or others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.

When a student's behavior does meet one of the above standards, the Dean of Students or designee may refer the student for a mandatory psychiatric, psychological or substance abuse evaluation. With the consent of both the student and the Psychological Services Center, the evaluation will be performed by a Psychological Services Center psychologist. In those instances where either the student or the Psychological Services Center so requests, the evaluation will be performed by an independent psychiatrist or psychologist who is appropriately licensed by the Virginia Board of Medicine or the Virginia Board of Psychology, by another licensed mental health professional, or a certified alcoholism counselor. Upon the recommendation of the Psychological Services Center, the Dean of Students or designee may specify that the independent evaluation be performed by a licensed psychiatrist or by a certified alcoholism counselor. Pending the completion of a required evaluation, or at any point during which the student is subject to the procedures of the Mental Health Policy, the Dean of Students or designee may bar a student from classes, College housing, or College property.

In those instances where the behavior of a dependent student falls under the standards of this policy, the party(ies) re-

sponsible for the student's finances (according to the Mary Washington College records) may be contacted by the Dean of Students. In those instances where the behavior in question involves a danger to self or others, the student's parents or significant other(s) may be contacted whether the student has dependent or independent status.

Following the completion of a required evaluation, the student's status at the College will be reviewed by the Dean of Students or designee. This review will result in one of the following: no action, or if applicable, resumption of normal activities; involuntary administrative withdrawal from the College or removal from College housing; continued enrollment and/or residence provided that the student complies with a recommended treatment plan. Further, invoking this policy does not mean that the student will necessarily be exempt from the regular disciplinary actions associated with the behavior in question according to the rules and procedures of the Student Handbook.

At the time that this policy is formally invoked, students will be given information on due process and procedural guidelines in protection of their constitutional rights.

Searches and Seizures

1. If the College authorities have reasonable cause to believe that a College rule is being violated in a manner that prejudices the proper and efficient operation of the College or the welfare of the student body generally, College authorities may inspect the student's room for the purpose of investigating the violation and enforcing the College's rules. If there is reasonable ground for belief that the violation is taking place, and if the search is necessary for the investigation of the violation and the enforcement of the rule, and if action against the offender is limited to administrative procedures as distinguished from criminal proceedings then no search warrant is required.

The Vice President for Student Affairs and Dean of Students, Director of Residence Life, Senior Vice President for Administrative and Student Services, or the Assistant Director accompanied by a student hall official may participate in an administrative search. The College Police may also observe an administrative search.

2. If the search is to be made for the purpose of a police investigation of a violation of criminal law, a search warrant or consent must be obtained even though actual prosecution may not be contemplated. There are situations in which searches can be made of private residences without search warrants. Examples of these include the following: the search of the area under the immediate control of a person being arrested, plain view seizure of an illegal item, the invasion of a resident's room in hot pursuit, and a search made when it is not reasonably possible to get a search warrant.
3. Evidence observed by College personnel during search and seizure may be used in court during criminal prosecution, as well as in a College disciplinary proceeding.
4. See also "Special Event Search Policy" and "Drug Search and Seizure Procedures."

Special Event Search Policy

In an effort to protect the College community and its guests the following policy concerning the electronic searching of attendees at certain special events on the campus shall be followed. Searches will not routinely be conducted at traditional College events scheduled for enrolled students only, where the general public is not invited.

Search Criteria

Searches will be conducted at any event where one or a combination of the following conditions exist:

1. open to the general public
2. an admission charge is collected
3. entertainer contract specifies that a search be conducted

4. a person with dignitary protective coverage is in attendance
5. those events where police have received adverse intelligence information concerning the group performing or activity to be engaged in on campus.

This policy shall be carried out in a consistent and fair manner without preference. All persons or groups that intend to sponsor any of the above listed activities shall forward the Special Events Review Form to the College Police office in accordance with the Special Events policy.

The searches described in this policy include, but are not limited to, the use of walk-thru or hand-held metal detectors.

It shall be the responsibility of the event sponsor to ensure that all tickets and advertising materials include a statement that all persons entering the event are subject to search.

Sexual Misconduct Policy

The Mary Washington College community will not tolerate sexual misconduct in any form, including acquaintance rape. Nor will it tolerate aiding another in the commission of any form of sexual misconduct. These are serious violations of the Mary Washington College Statement of Community Values and Behavioral Expectations and constitute violations of college regulations, which are punishable through the Judicial System. This policy may apply off campus as well as on if a Mary Washington College student is involved in such an incident and is attending a college sponsored or approved conference, workshop, sporting event, etc., as a student. This policy will also apply in any situation where the college has reasonable cause to believe that the safety and welfare of the college community requires action pursuant to this policy.

Sexual misconduct includes: rape; forcible sodomy; forcible cunnilingus or fellatio; sexual penetration with an inanimate object; fondling or touching an unwilling person's genitalia, groin, breast or buttocks (covered or uncovered); or forcing an unwilling person to touch another's intimate parts (genitalia, groin, breast or buttocks). More specifically, sexual misconduct includes acquaintance rape/sexual misconduct, defined as any of the aforementioned acts undertaken by a friend or acquaintance without consent, or when the victim is incapable of giving consent, such as when victim is physically or mentally incapacitated by alcohol or other drugs. Sexual misconduct occurs when a person is subjected to any of the above acts against his/her will, either by force, threat, intimidation, or through use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Aiding another in the commission of any of the aforementioned acts, whether by physical restraint or otherwise rendering a person incapacitated, shall also be a violation of this policy.

Adopted by the Board of Visitors,
Mary Washington College
October 5, 1991

Principle on Which This Policy is Based

Every student is a potential victim of sexual assault. Although the most common form of assault is a male assaulting a female, men can be victims too. The majority of male assaults are perpetrated by other males, although there are situations in which verbal coercion is used by female acquaintances. Sexual assault also crosses every age, racial, ethnic, and economic boundary. Gender-role stereotyping, acceptance of rape myths, acceptance of sexual violence, and ambiguity in communication between persons all create an atmosphere that perpetuates and condones sexual assault.

A rape is reported about once every six minutes in the United States.¹ However, reported rapes represent only a fraction of the number that actually occur. FBI statistics estimate that only 10% of rapes are reported.

Sexual assault doesn't happen only in dark alleys by strangers. It frequently takes place in familiar surroundings and is committed by a person who is an acquaintance of, sometimes even on a date with, the victim. Over half of all re-

ported rapes are acquaintance rapes, and underreporting is much more common among victims of acquaintance rape than victims of stranger rape – 5% according to one study.² Sexual assault is the most prevalent violent crime on college campuses. Nationally, the majority of reported victims and offenders are of college age, with the rate of victimization highest among 16- to 19-year olds. The second highest victimization rate is experienced by women between 20 and 24 years of age.³ In a recent survey of over 6,000 students from 32 colleges representing every type of higher-education institution in the United States, one in four of the women reported being victims of rape or attempted rape. Of these college women, 84% knew their attacker and 57% of the assaults occurred on dates.⁴

Many campus sexual assaults follow similar patterns. They occur most frequently at campus parties or in the student's residence hall room. Frequently they involve the use of alcohol or drugs. According to the Koss study, 75% of the men and 55% of the women involved in acquaintance rapes had been drinking or taking drugs before the attack. When alcohol or drugs are involved, the victim is often unconscious and thus unable to give consent. In some cases the victim is attacked by multiple assailants, defined as "gang" or "group" rape. Campus Services

A tragic outcome of campus sexual assault is that most students remain silent. In fact, because the act is often perpetrated by a trusted acquaintance, many students do not recognize that they have been assaulted. These silent victims can experience profound and long-lasting changes in their lives – psychologically, socially, developmentally, and academically.

Mary Washington College recognizes the need to be responsive to the problem of sexual assault on campus and is committed to providing programs/services that are both educational/preventive, as well as remedial in nature. The goal is to increase awareness and educate the entire campus community as well as to provide an environment which assists the victim in the recovery process.

Educational/Preventive

The College realizes the importance of professionally trained staff and encourages participation in training in sexual assault issues on an annual basis. Residence Life staff, Psychological Services Center staff, Health Center staff and College Police, in particular, are prepared to respond appropriately in the event of a student assault. They are trained regarding the prevalence of sexual assault, how and where it happens, its impact on the victim, the role of alcohol and drugs, and appropriate action to be taken when an assault occurs.

Education for the student body at large is accomplished through the distribution of educational materials; class, organizational, and residence hall programming, including a mandatory freshman session; and special campus-wide events, such as Sexual Assault Month and Alcohol Awareness Week. The Sexual Assault Peer Education Program actively engages students in these educational endeavors.

Campus security has been enhanced through installation of security telephones at out-lying areas of the campus and the provision of an evening escort service. College Police provide information to students stressing the importance of residence hall security and encourage the reporting of sexual assaults on campus. Police also report incidents of sexual assault according to the Crime Awareness and Campus Security Act of 1990.

Remedial

The College also provides services to students who are victims of sexual assault. The written protocol for responding to sexual assault cases will guarantee that victims receive needed information and access to treatment, and that appropriate personnel are notified when a sexual assault occurs. These services assist the student in dealing with the medical, psychological, judicial, and academic implications of the assault.

Residence Life: If a residence hall staff member is notified of an assault, he/she can assist the victim in obtaining necessary services (Health Center, Psychological Services Center, Police, Rappahannock Council Against Sexual Assault). The Assistant Director on-call will accompany the student to the Health Center, where any services needed may be initiated. Assistant Directors can also provide follow-up as the student returns to the residence hall. All residence life staff will maintain strict confidentiality. Resident Assistants are required to notify the Assistant Director on-call if a student has been assaulted so that the student will receive professional assistance in accessing services. The Office of Residence Life contracts with the Rappahannock Council Against Sexual Assault to provide support and advocacy services for students who are assaulted. RCASA may be accessed through residence life staff, the Office of Residence Life (654-1058) or by calling 371-1666 at any time.

Health Center: For immediate medical attention, a student may be taken to the campus Health Center. At that time, a determination will be made as to immediate medical needs and whether or not further treatment is required; if so, the student will be transported to Mary Washington Hospital Emergency Room. In the event the student wishes to have physical evidence collected for possible future legal action, this exam must be performed by specially trained hospital personnel. Health Center staff can discuss with the victim the risks of sexually transmitted diseases and pregnancy. They will also ask the victim if he/she would like to speak with someone from the MWC Psychological Services Center or the local Rappahannock Council Against Sexual Assault and arrange a contact with an advocate.

Psychological Services Center: The MWC Psychological Services Center staff provide on-call services to the Health Center in the event of a sexual assault. A victim may also initiate contact directly with the Psychological Services Center to obtain help in dealing with the aftereffects of the assault. The staff can provide support as the victim deals with the emotional/psychological impact of the assault, as well as assist him/her in decision-making regarding reporting of the assault, contacting parents/significant other, modifications in living arrangements, handling academic schedules/commitments, etc. The Psychological Services Center can provide follow-up services to the student or connect him/her with an advocate from Rappahannock Council Against Sexual Assault and/or a mental health referral in the local community. Services are also provided to students who come to the Center for other reasons and in the course of treatment disclose a rape or sexual assault. Strict confidentiality is maintained throughout the process.

Police: Campus rape is both a criminal violation and a violation of college codes of student conduct. Students are encouraged to report the assault to College Police, and may do so anonymously, even if they do not intend to press charges. Members of the MWC community other than the victim may also file an anonymous third party report of the assault which does not name the victim or alleged perpetrator. This report increases police awareness of crimes on campus and helps them to focus prevention efforts on these areas. The MWC Police Department will assist the victim in filing a police report of the assault as well as provide information about the procedure for criminal prosecution and will coordinate meetings with the local Commonwealth Attorney and Victim Assis-

1. Federal Bureau of Investigation, *Crime in the United States*, Washington, D.C. (1986).

2. M.P. Koss, C.A. Gidycz & N. Wisniewski, "The Scope of Rape: Incidence and Prevalence of Sexual Aggression and Victimization in a National Sample of Higher Education Students," *Journal of Consulting and Clinical Psychology*, 55, (1987): 162-170.

3. Bureau of Justice Statistics, *The Crime of Rape*, Washington, D.C. (1985).

4. Koss, 164.

tance Director. The police will conduct an investigation of the alleged crime and keep the victim informed as to the findings. The MWC Police Department will also make any necessary referrals to campus and/or local agencies to assist the victim.

Dean of Students: The Dean of Students will provide information to the victim about options for pursuing a charge against the assailant through the college judicial process. In addition, in conjunction with the Director of Residence Life, options for modification of living arrangements will be provided if the victim and accused live in the same residence hall or in close proximity to one another. The Dean of Students can also issue an interim restraining order to help ensure that the victim is not harassed by the alleged assailant.

Prosecution Procedures

We strongly encourage students who have been sexually assaulted to report the crime, either for prosecution within the Mary Washington College system and/or the local justice system. Reporting the assault enhances the victim's recovery and makes possible the receipt of needed services. Reporting also possibly prevents future assaults on other women/men by the victim's assailant. A Mary Washington College student who has been assaulted has the option of prosecuting his/her assailant within the college judicial system. This process is initiated by contacting the Dean of Students. The student will be asked to relate the incident in writing to the Dean. The student may also relate the incident verbally, with a friend present if the student wishes. The Dean will then initiate the Student Conduct Hearing Board process. This procedure is detailed in the Student Handbook. The Student Conduct Hearing Board will be trained annually regarding the appropriate handling of sexual assault cases. Throughout the Disciplinary Process, the victim is assured the following rights:

1. The right of a victim to have a person of her/his choice accompany her or him throughout the disciplinary process (including the hearing).
2. The right to have the proceedings remain confidential.
3. The right to be present during the entire proceeding.
4. The right, as established in state criminal codes, not to have her or his sexual history discussed during the hearing, except as it relates to the specific incident in question.

5. The right to relate her/his account of the incident and to make a "victim impact statement."
6. The right to a closed hearing (with the accused present) during her/his testimony.
7. The right to be informed immediately of the outcome of the hearing.

Students have the option of prosecuting the assailant criminally or civilly instead of, or in addition to the Mary Washington College Student Conduct Hearing Board. The College Police Department will assist students in criminal or civil prosecution.

Unauthorized Entry/Trespass

No student shall enter or remain in a private room, office or restricted area under control of another student, faculty member or College official except by permission or invitation of the resident student, faculty member or appropriate College official. Further, any unauthorized student entering a College-operated building or room that has been closed or locked shall be guilty of trespassing.

Individuals who are not Mary Washington College students but who commit any of the above infractions will be prosecuted and may be prohibited from returning to the Campus.

Weapons and Projectiles

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the College. In addition, no student shall keep, use, possess, display, or carry any toy weapons which resemble any real weapons, any swords, any illegal knives, any explosives (including fireworks, sparklers) or any other such devices which could be used to threaten the safety or well-being of a person on any property or in any building owned or operated by the College.

No student shall throw or cause to be projected any object or substance that has potential for defacing or damaging college or private property or causing personal injury or disruption.

PROCEDURAL POLICIES

Bicycles

Bicycle racks are provided outside of most residence halls and some classroom buildings. There is no space available for storage of bicycles during the summer months. Procedures for registering and storing bicycles on campus include:

1. Bicycles should be registered by the Office of College Police. There is no charge for this service.
2. Cyclists are expected to show courtesy to all pedestrians on Campus Walk.
3. Cyclists are to provide pedestrians on Campus Walk with a verbal warning before passing.
4. Bicycles may not be stored or parked on campus walkways, steps, in building hallways, stairwells, in doorways, or on stairs.
5. Bicycles should be securely locked to racks when not in use.
6. Students may store their bicycles in their rooms between semesters and during semester vacations, and during other times according to individual community standards.

Declaration to Continue

Each year, all students who plan to return to Mary Washington College must complete a Declaration to Continue. The forms are sent to all commuting and residential students in mid-February and are due in the Office of Admissions by March 18, 1997. Only those students who file a Declaration to Continue, along with the required deposit and processing fee, by the deadline date may participate in the regular advance fall course registration or the residence hall Room Selection Process. Additional information about the Declaration to Continue process may be requested from the Office of Admissions in Lee Hall.

Facility Scheduling

College space may be used by any student group when it does not disrupt academic activities, scheduled events, College functions, or other normal pursuits that take place in the area

and when such use is not physically destructive or unlawful.

The Associate Dean for Student Activities, in cooperation with those who have reserved space, may develop and make available in advance specific provisions to govern conduct at a given event.

If the student group/faculty member/staff person reserving space is sponsoring a speaker or entertainment group, **both** the person reserving space and the designated person in the Office of Student Activities must co-sign the entertainment/speaker contract, and the designated person in the Office of Business and Finance must also sign. **Unless the cosigned contract is on file one week before the event is to occur, the entertainment group/speaker will be cancelled. The Community Values Statement is used by the Office of Student Activities, and student groups, as the guiding policy for sponsoring entertainment groups/speakers.**

The Student Activities staff, or other College personnel, are authorized to ask any student to leave the facility, if the student is using or occupying College space in an adverse way or engaging in disruptive behavior. This person may incur disciplinary action by the College or prosecution by the civil authorities.

Rules for the use of College equipment or space:

1. Space must be reserved at least 5 working days in advance of use. Recognized student groups wishing to reserve space should contact the Office of Student Activities, Woodard Campus Center. All other groups must contact the Office of Administrative Services. Reservations for space in residence halls must be made with the Assistant Director or Head Resident. Events that might attract a large audience or require additional equipment should be booked as far in advance as possible (See Scheduling Chart).
2. Individuals or groups using College equipment are required to return it in satisfactory condition. They are also responsible for all costs of cleaning and repair of the facility and equipment used. If overtime is involved, the sponsoring group will be billed accordingly.
3. Facilities will be scheduled on a first-come, first-served basis for student groups/organizations reserving space facilities.

Scheduling Chart

Type of Equipment Name of Facility	Responsible Office	Location	Extension
Academic Buildings	Administrative Services	301 G.W. Hall	1234
* Amphitheater	Administrative Services	301 G.W. Hall	1234
Athletic Fields	Director of Athletics/Admin. Services	106A Goolrick /301 G.W.	1039/1234
Audio-Visual Equipment	Audio-Visual Center	Chandler Hall	1014
Ball Circle, Westmoreland Green and other areas adjacent to residence halls	Administrative Services	301 G.W. Hall	1234
Ballroom, Lee Hall	Administrative Services	301 G.W. Hall	1234
Food Service Equipment (Punch bowls, ladles)	Dining Hall Manager	Seacobeck	1029
Dodd Auditorium	Administrative Services	301 G.W. Hall	Request in writing
* Great Hall or Meeting Rooms	Administrative Services	301 G.W. Hall	1234
Residence Halls	Residence Life/Admin. Services	205 Lee Hall/301 G.W.	1058 /1234
Simpson Library	Library Director	Simpson Library	1147
Student Association Conference Room	Student Association Executive Cabinet	Woodard Campus Center	1150
The Underground, Lee Hall	Student Activities	Woodard Campus Center	1061
Trench Hill	Alumni Affairs	Trench Hill	1011
Transportation for College Organizations	Office of Student Activities	Woodard Campus Center	1061

* Recognized student groups contact Student Activities for these facilities.

ties. The official function of Class Council and the Student Association Entertainment Committee (SAE) is to plan social activities for the entire campus; therefore, each has priority over other organizations that require the use of those spaces. When a campus-wide activity is planned by Class Council or the SAE, no other similar campus-wide social activity may be held simultaneously unless special permission is obtained from the Associate Dean for Student Activities.

4. Audio-visual equipment or food service equipment needed for any event must be ordered directly from the Audio Visual Center or the Dining Hall. If such items are lost, damaged or stolen, said user will incur all replacement costs.
5. Equipment needs related to room furnishings (tables, chairs, podium, etc.) are to be submitted in writing to the office of Student Activities no later than five working days before the event. If the event involves a large amount of equipment, at least 10 work days are required.
6. The Scheduling Chart (p. 34) indicates where certain College facilities or pieces of equipment may be requested. The student is reminded that regardless of where permission is obtained for the use of College space or equipment (except for regularly scheduled classes, labs and residence halls), confirmation for that space must be made by the Office of Administrative Services.
7. It is the policy of Mary Washington College not to rent its facilities to non-College individuals, organizations, and groups during periods of time when the College is in regular session. All non-College individuals, organizations, and groups desiring the use of College facilities must submit their requests in writing to the Senior Vice President for Administrative and Student Services, 301 G. W. Hall. This procedure includes the use of space requested by College personnel for any off-campus organizations or groups. The procedures for scheduling College space by outside groups are as follows:
 - a. Request in writing the use of College facilities from the Senior Vice President for Administrative and Student Services, including the date, time, and place for the event. This request must be made at least 10 working days prior to the event.
 - b. Should the event be cancelled, the Senior Vice President for Administrative and Student Services must be notified so that appropriate offices can be notified.
 - c. The sponsoring organization or individual will be billed by Food Services for any food and beverages requisitioned for the event; any charges already incurred for the rental will be determined by the Senior Vice President for Administrative and Student Services.

Master Calendar

The Office of the Senior Vice President for Administrative and Student Services maintains a master calendar for the College and distributes it to faculty, committee chairs, supervisors, department chairs and appropriate student leaders. The use of College space for any purpose (except regularly scheduled classes, labs, or residence halls) **MUST FIRST BE CLEARED WITH THE OFFICE OF ADMINISTRATIVE AND STUDENT SERVICES.** Space for events will be allocated on a first-come, first-served basis with the exception of regularly scheduled yearly events. Events should be booked as soon as possible to insure available space. A minimum notice of five working days must be given if there is any need for set-ups or extra equipment. Bookings received after that time cannot be guaranteed space or equipment. Forms for reserving space are available in the Office of Student Activities, Woodard Campus Center. While almost all of the College events are scheduled by the Office of the Associate Dean for Student Activities, it is the responsibility of the Senior Vice President for Administrative and Student Services, GW 301, to coordinate with all appropriate offices the scheduling of

events on the campus and to make every effort to avoid conflicts between major events.

Posters—Signs—Notices—Banners—Advertisements

No posters, signs, notices, banners, and advertisements, shall be displayed anywhere on campus except on bulletin boards within the buildings or on the outdoor bulletin boards on Campus Walk and bulletin boards outside Seacobeck Hall, and on the tables in Seacobeck Hall except:

1. Posters, signs, banners, notices, advertisements, associated with student elections only may be displayed on the outside of Lee Hall, but must not obstruct entryway. Students may not hang election banners from roofs, porches, out of windows, etc. of residence halls. For further information see Campaign Rules for Campus-Wide Elections under the Student Association By-Laws.
2. At **no time** can anything be posted on lamp posts, trees, columns, the Woodard Campus Center Arcade, or windows of buildings. Before any poster can be posted in the Woodard Campus Center, approval must be given by the Associate Dean of Student Activities. All posters in residence halls must be approved by the Area Coordinator or Head Resident. Flyers, signs, or notices posted in the Woodard Campus Center can only be placed on the building's bulletin boards. All posters, notices, and flyers posted in the Woodard Campus Center or on Campus Walk Bulletin Boards will be removed every Sunday evening. All flyers for Seacobeck tables shall be one-half sheet size (8-1/2" x 5-1/2") and are removed every Sunday morning. All other posters, signs, notices, banners, and advertisements, shall be fully removed by the party or parties who posted or displayed the materials within 24 hours following the event or activities.
3. If an event is advertised off campus and it is appropriate to restrict age, this should be noted on the posters/handbills advertising the event.
4. The College may post signs, and notices, as needed for campus traffic and parking control and to denote special College-wide occasions such as Alumni Homecoming, Family Weekend, and MWC Preview.
5. ALL posters, signs, notices, and advertisements, must be stamped—college sponsored event—before posting. Please contact the Office of Student Activities, Woodard Campus Center.

Recreational Use of Goolrick Hall

Goolrick Gymnasium recreation facilities are available only to individuals holding a valid, current and full-time MWC ID card. All persons must present their ID card to the desk aide upon entering the building at all times, including classes, intramural activities, intercollegiate practices and for incidental recreation. During weekday evening hours and at all times on weekends, the ID will be collected by the desk aide, and returned when the student leaves the building. ID cards are generally not required for entry into varsity basketball, volleyball or swimming competitions. However, it is recommended that students have their ID card in their possession at those times.

Each full-time ID card holder may bring a maximum of two guests to Goolrick Hall for recreational purposes on Friday, Saturday and Sunday only. Guests complete a Guest Form at the gym. One copy of this form is filed with the Goolrick Hall desk aide. The MWC host/hostess must accompany the guest(s) at all times, and is responsible for the conduct of their guest(s), and the cost of any damage which is caused by the visitors. Abuse of these procedures, including damage to facilities or theft of equipment either by the student, faculty member, full-time employee or any other persons utilizing the facilities in Goolrick, may result in loss of privileges, compensation for losses, dismissal from the College, termination of

employment, or other penalties as deemed appropriate.

Specific hours for use of the swimming pool, main and auxiliary gyms, racquetball court, and weight room are posted each semester.

Selling and Solicitation

On-Campus in the Residence Halls:

1. Sales and/or solicitations by outside commercial or charitable organizations may not be conducted in the residence halls. Deliveries and collections may not be made to or from individual student rooms by non-students.
2. Officially recognized student clubs, organizations or individuals may sell approved items in the residence halls according to community standards.
3. Rooms are for student residence only and may not be used for commercial purposes. Residents may not perform babysitting services within the residence halls.

On-Campus in all other locations:

1. Outside organizations must receive prior approval from the Office of Student Activities before conducting any business.
2. Officially recognized student clubs and organizations may sell approved items on campus. Organizations and individuals must receive prior approval from the Associate Dean for Student Activities for all campus sales.
3. Officially recognized groups may conduct raffles on campus in compliance with regulations of the City of Frederickburg and College policies. Consult the Associate Dean for Student Activities for further information and approval.

Off-Campus: College clubs and organizations are not permitted to sell or solicit goods and materials at locations outside the MWC campus without permission from the Associate Dean for Student Activities.

Off-Campus Vendors: Outside organizations must receive prior approval from the Office of Student Activities before conducting any business. The Associate Dean for Student Activities must approve those items which the vendor seeks to market on campus. Vendors must complete the vendor agreement form presented by the Office of Student Activities. The time table established for vendors is from the beginning of the fall term until October 15; and from March 15 until the end of the spring term.

Social Events on Campus

1. College organizations that want to sponsor a party in the Woodard Campus Center must make a request at least 14 days prior to the event. This request must be submitted to the Student Activities Office, Woodard Campus Center. The capacity for the Woodard Campus Center's Great Hall is 850.
2. The Campus Center's Great Hall is a facility to be used for a variety of events such as parties, dances, formal dances, receptions, concerts, shows, banquets, etc. Great Hall scheduling priority is given to events open to the entire campus.
3. The Underground (Lee Hall) is designed to provide entertainment for students in an informal setting. Officially recognized College organizations may sponsor live entertainment in The Underground (capacity 250).
4. The Eagles Nest in the Woodard Campus Center may be used by organizations to sponsor live entertainment; however, no admission may be charged. Organizations should schedule any entertainment through the Director of the Eagles Nest.
5. Requests to schedule Goolrick Hall for College-wide events (without refreshments) will be considered on an individual basis.
6. Dodd Auditorium is a facility to be used for various shows such as talent shows, movies, concerts, etc.
7. No beer or alcoholic beverage is permitted at any outdoor activity or event on the College campus.

Student Organizations

Membership—Any student organization may seek to become approved by the Student Association. Whether or not such approval is granted, registration with the Office of Student Activities is required. Only full-time undergraduate students may be members of College clubs or organizations. To hold office in any organization, a student must be registered for at least twelve (12) hours of academic credit. A student placed on academic or disciplinary probation may not be eligible for election to any office in a student organization, nor may he or she represent the organization in any way off-campus. If a student is placed on academic or disciplinary probation after election to an office, his or her position may be declared vacant by the Student Government Association Executive Cabinet.

Faculty Adviser—Every student organization must have a faculty adviser unless special arrangements are made through the Office of Student Activities, for an adviser from outside of the College community. Unless the adviser is specifically named in the organization's constitution, each organization shall elect its adviser in March to serve for the next academic year. The name of the faculty adviser must be submitted to the Associate Dean for Student Activities. The adviser should be a member of the faculty or staff who is interested in the organization to the extent of being willing to meet with and advise the group. Duties of the faculty adviser are:

1. To assist the group in carrying out its stated purposes
2. To aid in decisions concerning all social functions of the group
3. To represent the organization to the faculty and the administration
4. To be acquainted with and to help the organization maintain the rules of the College
5. To attend events sponsored by the organization

The duties of the organization toward the faculty adviser are:

1. To invite the adviser to attend meetings and events sponsored by the organization
2. To consult with the adviser concerning proposed functions
3. To keep the adviser updated as to the activities and plans of the organization.

Guests—Off-campus guests may be invited to any function by an individual member of a group. The individual member who makes the invitation will be considered responsible for the conduct of his or her guest.

Off-Campus Trips—Recognized student organizations scheduling College transportation for trips should follow these guidelines: the trip should relate to the purpose of the group or serve to represent the College in an official capacity; a representative of the College administration or faculty must accompany the group on each trip; only College-related personnel or students are allowed to be transported in College vehicles; and students on disciplinary probation are ineligible to make such trips. Arrangements must be made through the Office of Student Activities and a complete list of participants submitted at least 5 days prior to planned travel. Transportation is allocated on a vehicle available basis. Any absence from class is subject to authorization by the appropriate faculty member. (This procedure does not apply to academic field trips.)

Student Organization Accounts

Any recognized student organization or club may receive an allotment from the MWC Finance Committee. Any recognized student group is required to maintain all funds in the Student Accounts Office. Failure to comply with this policy will result in the organization being ineligible to receive further funding through the College. Funds received from the MWC Finance Committee may not be used for charitable donations to non-MWC organizations or for awarding student scholarships.

Student Organization Approval

Any student organization may seek approval by the Student Association through either the Executive Cabinet, the Inter-Club Association, the Board of Publications and Broadcasting, or the Association of Residence Halls. Any approved organization may seek to be recognized by the Mary Washington College administration by filing an application for recognition with the Office of Student Activities. A group that has not received official administrative recognition may not, in any way, identify itself with Mary Washington College, nor may it receive funding from the Mary Washington College Finance Committee. Non-recognized student groups are allowed to hold meetings on campus on a space available basis, and can reserve a meeting space by contacting the Office of Student Activities. Flyers and notices used by non-recognized student groups must first be approved by the Office of Student Activities and may be posted in designated spaces. (See Posters-Signs-Notices-Banners-Advertisements, pg. 34).

The following resolution was passed by the Rector and Board of Visitors of Mary Washington College concerning non-recognized student groups:

RESOLVED by The Rector and Visitors of Mary Washington College this the 11th day of November, 1989, that:

1. The College's policy of refusing to recognize student groups that discriminate in membership based upon race, color, religion, disability, national origin, political affiliations, marital status, sex, or age, is reaffirmed.
2. The College's practice of allowing non-recognized student groups to meet in College facilities that are made available for such purposes to recognized groups, and to non-College individuals, organizations, and groups, is also reaffirmed. It is understood that applicable procedures found in the Mary Washington College Student Handbook will continue to govern scheduling of College facilities for use by student and non-student groups.
3. The College's procedures for the establishment of a reasonable time, place, and manner for the display of posters, signs, notices, banners, advertisements, and the like are also reaffirmed.

Traditions at MWC

Homecoming: A special day, usually a Saturday in October, when alumni who have graduated within the last ten years return to campus. Students and alumni enjoy fellowship centered around a variety of sports and social events.

Family Weekend: Held each fall, this occasion gives the families of Mary Washington students a chance to visit the campus and become acquainted with various academic and social programs. An all-student talent show, sports events, and a picnic are special features of this important College tradition.

Halloweens: This is the biggest party and the major social event of Fall Semester! Costumes, horror movies, and many other activities highlight this two-day event.

Black History Month: Major entertainment, guest speakers, and a dance are all part of Mary Washington's commemoration of Black History Month.

Women's History Month: Activities and speakers focus on the contributions and achievements women have made throughout history.

Junior Ring Week: Presentation of class rings, a formal dance, and a concert are the major events that mark the achievements of the rising senior class. The Ring Presentation Ceremony is also the occasion for tapping new members of Mortar Board, a special honor society for seniors who have

made outstanding contributions in scholarship, leadership, and service.

Devil Goat/ Caribbean Fest Day: This tradition is unique to Mary Washington College in which Goats (classes graduating in even numbered years) compete against Devils (classes graduating in odd numbered years) in games and athletic competitions on the last Thursday before the end of classes. A picnic and reggae band also help make this spring event very popular.

Senior Week: This traditional week follows the conclusion of Spring Semester and allows graduating seniors the opportunity to congregate, celebrate, and reflect as a class. Scheduled activities include Senior Convocation, Graduation Ball, Senior Picnic, and other activities. The week culminates with Graduation.

Winterfest: The period between Thanksgiving and Winter Break.

The UNDERGROUND

The Underground is designed to provide entertainment for students in an informal setting. Entertainment consists of recorded music, and live performances by both students and professionals. Talented students are encouraged to perform when sponsored by a campus organization. Arrangements must be made with the Associate Dean for Student Activities. The following rules and procedures exist:

1. The Underground capacity is 250.
2. Admissions Policy:
 - a) Only members of the Mary Washington College community and their guests may use the Underground.
3. Sponsoring Live Entertainment:
 - a) Approval must be given by the Associate Dean of Student Activities. Sponsors must complete an Underground Activity Form a minimum of 5 working days prior to the event.
 - b) An admission fee up to \$4.00 may be charged by the sponsoring group to cover the cost of entertainment.
 - c) Sponsoring organizations will be responsible for the conduct of entertainers and their workers and guests. All non-MWC workers must be cleared with the manager and signed in by the sponsor. Entertainment must be set up 30 minutes before opening and ready to perform when the Underground opens or the event will be cancelled and the regular DJ will entertain. Entertainers must plan their sets to conclude at least fifteen (15) minutes before the Underground closes.
 - d) The sponsors must be in the Underground the entire evening and remain until their entertainers exit the premises.
 - e) Sponsors are required to communicate to the manager on duty the schedule of events for the evening.
 - f) The manager on duty has the authority to close the function down at any time.
 - g) Underground programs must end at 11:45 p.m. Sunday through Thursdays and 1:00 a.m. for Friday and Saturday events.

Wellness Programs Office

The Wellness Programs Office promotes the optimal well-being of MWC students. The office sponsors student Peer Educators in the areas of: "Natural Highs," CPR, Eating Disorders, Human Relations, Sexual Assault, and STDs/AIDS. The Wellness Programs Office is located in 011 Lee Hall at 654-1620. Educational materials are available. For more information, contact the Residence Life Office at 654-1058.

Residence Hall Policies & Guidelines



Do I need a computer?

What appliances are permitted in my room?

Can I store items during the summer?

What is the College's guest policy?

Overview

The College's dedication to liberal education is reflected in its policy of residence life known as self-determination. Each residential hall or house is viewed as a living-learning center whose goal is to enrich each student's educational experience. Under the policy of self-determination, the residents of each hall, with the guidance of Residence Life staff members, develop guidelines and procedures of governance for living which allow for both individual freedom and respect of the privacy and personal rights of others in the community.

Residents in each hall exercise this responsibility of self-governance through Hall Councils. Students develop guidelines called community standards which pertain to the maintenance of a clean and orderly environment, the establishment of quiet and courtesy hours, the regulation of visitation of guests, the assurance of a reasonable level of safety and security, and the regulation of conduct which infringes on the rights of other residents.

The policies and procedures, adopted by Hall Council as the community standards for their hall, must be compatible with College policy, public laws, and the academic objectives of a residential, educational community. The individual's right of privacy and freedom of personal choice, and the educational goals of the College must always be ensured. Each student has

the right to counsel with a member of the Student Affairs staff concerning problems arising from self-determination. The staff of the Dean of Students office have the right to intervene to ensure that the rights of all students are respected.

*The words residence hall or hall are used interchangeably and refer to any residential unit on campus. No differentiation is made between residence halls and houses in the policies and guidelines set forth in this section.

Principles of Self-Determination by Community Standards

The College's dedication to liberal education is reflected in its residence life policy of self-determination by community standards. Under this policy students have the opportunity to contribute to the quality of life within their residence hall, in which the residents are collectively called the Community. Each student has the opportunity to choose rules by which he/she lives in the residence hall, enforce these rules, and impose sanctions when students break these rules. It is expected that students will become more responsible for their

own actions if given the opportunity to govern their own and their peers' behaviors. It is expected that peers will influence each other in adhering to the values which they have chosen. Therefore, the Community creates a supportive environment in which individual rights, as well as community values, are respected. The Community is responsible for providing an environment which enhances and complements students' academic pursuits and fosters the personal development of community members.

Students and staff are prepared for participation in this program by receiving training to enhance their interpersonal skills. Students will find these skills useful when deciding Community Standards (rules governing various aspects of residence hall life). Resident Assistants will meet with small groups of students, who will discuss and decide (by consensus) the rights and responsibilities of community members. Rules such as quiet hours, visitation, damages, 24-hour study rooms, kitchen use and storage use are negotiables which the students may decide upon. Students may choose to adhere to the rules which have already been set as a standard in the *Student Handbook* (pp. 42-44). These rules will remain in place until the residents reach a different decision. Safety regulations and policies based upon the Code of Virginia and/or Federal laws are not negotiable. Issues which may affect the entire building, such as quiet hours and visitation will be decided by the community, based upon recommendations from individual hall groups. If a rule does not seem to be appropriate or working, any member of the community may present a proposal to Hall / House Council for reconsideration during a scheduled meeting. Once the rules of the residence hall have been decided, these rules should be posted. Each living unit which has specific rules should, likewise, post the agreed-upon rules.

Violations may be reported and/or written up by any member of the community. Incident Reports are completed and given to Head Residents or Assistant Directors to review and route to the appropriate disciplinary process. The Peer Judicial Board Chair, elected as an officer of Hall Council, is responsible for appointing a Peer Judicial Board to review alleged violations of Community Standards. See the procedure for processing alleged violations under the "MWC Judicial System" (pp. 46-47).

Hall Councils

The Hall Council serves as the representative governing body for each residence hall and house. The Hall Council is comprised of the executive cabinet (president, vice president, treasurer, secretary, peer judicial board chair, and social and publicity chairpersons) and floor representatives. Head Residents serve as Hall Council advisers and act as a valuable resource for facilitating community development. Councils serve to coordinate the community standards program within each residence hall. To that end, Hall Councils sponsor membership elections, conduct weekly meetings, sponsor activities and programs, collect dues, initiate Hall Council proposals, coordinate voting procedures, and contribute to the Association of Residence Halls.

Effecting Change within Residence Halls / Houses

The Role of Community Standards (Fall Semester)

During the first few weeks of the fall semester, resident assistants will convene and conduct floor meetings to discuss and decide upon the rules and regulations that will serve as community standards for the floor. Rules that affect other floors or the entire building must be negotiated and presented to the entire building for a 2/3 majority (66%) vote.

The Role of Hall Councils

After initial community standards are established in September, there are likely to be other issues, policies, procedures, services, or community standards that need to be reviewed, re-

vised, or modified. When this is the case, written Hall Council "Proposals" are to be developed. Hall Council presidents maintain the necessary forms for this process. Each Hall Council proposal asks for the Hall Council to write a brief "Description of Need," a specific "Statement of Proposal," and whether the Hall Council voted to accept or reject the proposal. Completed Hall Council proposals are to be given to either the Association of Residence Halls (ARH) president or the Director of Residence Life (Lee 205). The proposals are reviewed by the ARH president, ARH advisor, and Director of Residence Life. A plan of action is agreed upon in an effort to accomplish the recommendations of the Hall Council proposal. A written response from the Director of Residence Life is mailed directly to the Hall Council president within one week of the time it was received/ reviewed. Hall Council presidents are encouraged to follow-up with the Director of Residence Life to determine how much progress has been made on implementing the proposal.

The Role of Community Standards (Spring Semester)

During the first few weeks of spring semester, fall semester community standards are to be reviewed by the Hall Council and Peer Judicial Board Chair of each building. Changes are to be discussed and voted upon. All changes are to be announced throughout the residence hall/house. After initial spring semester revisions are made, the Hall Council proposal format should be used to recommend changes in policies, procedures, services, or community standards.

Roommate's Rights

The following statement of Roommate's Rights delineates the basic rights of all students living in campus housing. Resident's rights supersede any and all community standards.

Frequently conflicts between roommates revolve around the possible infringement of rights. Based on the principles of the resident's rights listed below, the roommates can discuss and then place in writing, the manner in which they will handle issues such as smoking in the room, and use of each other's possessions.

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep or study without undue disturbance from noise.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
8. The right for redress of grievances. Residence hall staff are also available for assistance in settling conflicts.
9. The right to be free from fear of intimidation and physical or emotional harm.
10. The right to be free from harassment: racial, sexual, or otherwise.

Accident Report Procedures

It is important that the Assistant Director or Head Resident or Resident Assistant be notified immediately when an accident occurs involving injury to a residential student on or off-campus. The Assistant Director or Head Resident, College Police, and Health Center personnel will inform the Dean of Students of the accident. Residential students, and commuting students who have paid Health Center fees, may seek medical aid in the College Health Center when there has been an injury of any kind. More severely injured students may be transported to Mary Washington Hospital by College Police.

Assignment of Residence Hall Rooms

Residence hall rooms are only available to students classified by the College as having full-time student status. Residential students sign a one-year contract for the academic year (fall and spring semester). If a change of status is desired for the following academic year, the Declaration to Continue must be completed accordingly. Residents are responsible for all activities that occur in their assigned rooms. Each student must occupy the room assigned by Residence Life and a student may not change a room assignment without permission from the Assistant Director or Head Resident. A student may not sublet an assigned room. In case of withdrawal from the College during the academic year, a student is required to vacate his/her room within forty-eight (48) hours after the withdrawal date. If circumstances result in one student occupying a double or triple room or two students occupying a triple or a quad, the student(s) may be assigned a new roommate(s). Single rooms are available only to students with documented special health needs. Students with disabilities requiring special housing accommodations must contact the Office of Disability Services (x1010, TTY x1102) and request the appropriate forms to be completed. Students who misrepresent the truth, intimidate assigned occupants, or otherwise attempt to manipulate the housing process illegally will be subject to judicial action and/or contract termination.

Spring Semester Room "Buy-Out"

The purpose of the spring semester 1997 room buy-out procedure is:

- * To facilitate the process of changing rooms for students
- * To ensure that students whose roommates move out mid-year are given an opportunity to purchase single rooms
- * To support the single room policy regarding payment for a single room

Procedures:

The option for students to "buy out" their vacant room spaces will be available only from January 15th through 30th because transfers, re-admitted students and returning leave of absence students must first be assigned housing.

During this period of time students may select a new roommate of their choice. After January 30th, all vacant room spaces will be considered open for placement of any student needing campus housing, including those who move from one residence hall room to another. Residential students who chose *not* to have a roommate of their choice move in or to pay the purchase price for vacant space(s) in their rooms between January 15th and 30th will be required to accept a roommate if a student requests to occupy that space. In summary, for spring semester 1997, the three options available to a student who lives in a room with an unoccupied space are:

1. Purchase the room space between January 15th and 30th.
2. Choose a roommate between January 15th and 30th.
3. After January 30th, accept as a roommate any student requesting the unoccupied space.

Change of Status From a Residential to Commuting Student

A student who moves off campus during a semester or has his/her privilege to reside in the residence hall removed by the College will be required to pay the room charge for the entire academic year. The Dean of Students may recommend that a student be exempt from his/her contract in the event of marriage, graduation, transfer, or other extreme circumstance.

A student who desires a change of residence for the next academic year which involves leaving college housing for private housing or vice versa must notify the Office of Residence Life. The spring deadline date for a change of status from a residential to commuting student without penalty is April 1, 1997. Continuing students who change status from residential

to commuting student after April 1 will forfeit the \$200 deposit and must then make a deposit of \$100 if they wish to continue as commuting students. **A student who changes from residential to commuting after June 30, 1997 will be required to pay the room charge for the entire 1997-98 academic year.**

Computer Data Network

Each residence hall room has two data outlets directly wired into a campus-wide data network. Through this network students may use personal computers to access a wide range of information sources, both on and off campus, including the Internet, as well as have access to the on-line catalog of the Simpson Library—all from the residence hall room.

Equipment Needed

The new data network will support IBM compatible and Macintosh computers. The following **required minimum** and **recommended** configurations will work for the initial network configuration; however, the more numerous and more powerful applications the network provides, the more powerful your microcomputer will need to be. If you plan to purchase a new microcomputer, you will be best served to consider the **recommended** configuration.

Required

80386 or higher CPU
4MB RAM
6MB free on hard drive
mouse
VGA monitor and adapter
DOS 5.0 or higher

Recommended

80486 CPU
8MB RAM or more
10 MB free on hard drive
mouse
VGA monitor and adapter
DOS 5.0 or higher

MAC configurations:

Required

MacII or later
8MB RAM w/virtual memory
or 16MB RAM
System v7.0 or greater

Recommended

MacII or later
the more RAM, the better!
System v7.0 or greater

Additional items required:

You are required to have a Network Interface Card (NIC) which **must be 3-COM or 100% compatible** installed in your computer. This installation normally requires opening up the CPU and should be completed by a trained technician. If you are unable to have the NIC card installed prior to your arrival on campus, there are several computer companies in the Fredericksburg area you may contact to install the card. You may purchase the NIC card from the College Bookstore.

If you own an IBM compatible computer, you must load Windows 3.0 or later. This software is also available at the College Bookstore.

Network Software Provided

The software that will reside ON THE SERVERS for your use is GroupWise for electronic mail, Internet access, and other applications and is provided by the College.

The software that must reside ON YOUR COMPUTER is Novell's LAN Workplace and will be provided by the college.

The new data network is a TCP/IP ethernet network requiring certain equipment and software items, and the College cannot guarantee that all computers will successfully access the network. Computers that meet the configuration guidelines stated above and run the appropriate software versions should work well.

Damage to College Property

Each student is responsible for the general condition of the premises assigned to him/her. Damage and/or vandalism of College property and unsanitary conditions within residence hall rooms are not tolerated. A student guilty of any one of

these actions can expect to be charged. Charges for malicious damage, defacement of College property, or removal of College property in the room/common areas will include labor, material, and administrative costs. Charges will be assessed to occupants of the room by the Physical Plant and/or Residence Life. If charges are related to a common area, they will be assessed by the Hall Council. Common areas are defined as bathrooms, lounges, recreation rooms, units, or corridors.

Unsanitary conditions created by students in a room, bathroom, or hall will be remedied at the expense of the responsible student(s). For more detailed information on damage costs, consult the Assistant Director or Head Resident.

Emergency Situations

Any emergency situation, (e.g., fire, accident or mechanical failure), should be reported to the residence hall staff and College Police immediately. Dial Ext. 777 to reach College Police in emergency situations.

During snow or icy conditions, walkways and steps are cleared according to established priorities (available in Residence Life Office). Unsafe areas may be designated by yellow caution tape, yellow chain, or other means.

Snow emergency parking regulations are in effect when there is a threat of snow, sleet, hail, freezing rain, or ice. Please refer to the Motor Vehicle Policy and Regulations.

Emergency Telephones

How It Works: Outdoor Locations

To use most of the **Emergency Telephones** at outdoor locations, simply press the button and hold until you hear a series of clicks. This sound is the autodialer working; your call is automatically being forwarded to the police communications operator who will respond. You need only to speak in the direction of the telephone and the operator will respond. State the type of assistance required, and follow the instructions from the dispatcher.

Note: The emergency telephones located inside the fence at the tennis courts and at the loading dock of the physical plant building do not automatically ring into the College Police Office, but can be used for calling any location on campus. You must dial 777 from these telephones.

If you cannot speak or hear, simply press the button or lift the receiver off hook and stay at the telephone. Our communications center is equipped with Caller ID; we can locate your position and will dispatch an officer to that location.

How It Works: Indoor Red Telephone Locations

To activate a **Red Emergency Telephone**, lift the receiver off the hook, and you will hear a series of clicks. This is the autodialer working; your call is automatically being forwarded to the police communications operator. State the type of assistance required, and follow the instructions from the dispatcher.

If you can not speak or hear, simply lift the receiver off the hook and stay at the telephone. Our communications center is equipped with Caller ID; we can locate your position and will dispatch an officer to that location.

How It Works: From Any Campus Telephone

To contact the Police Department for any emergency, **DIAL 777** from any campus extension. If you cannot speak or hear, simply stay on the telephone until an officer arrives to assist you. Our communications center will locate you through Caller ID and dispatch an officer to your location.

Outdoor Emergency Telephone Locations:

Battleground Parking Lot Entrance

Physical Plant Loading Dock ***Must Dial 777 From This Phone***

College Avenue Parking Lot
Sunken Road Parking Lot

William Street at Sunken Road. Parking Lot
Battleground Tennis Courts ***Must Dial 777 From This Phone*** (Inside gate of courts—not always open)
Fitness Trail Behind Baseball Field

Indoor Emergency Telephone Locations:

All Academic Building Elevators

All Academic Buildings in Various Locations (Red Telephones)

All Administrative Building Elevators

Fire Alarms, Drills, and Equipment

When the fire alarm sounds, everyone must evacuate the residence hall as quickly as possible. Students and guests with permanent or temporary physical disabilities should notify a resident assistant if they anticipate needing assistance during building evacuations. Failure to evacuate may result in sanctions up to suspension from the residence hall. It is required that students close windows and transoms; turn off all appliances; wear a coat and shoes and take a towel to aid in breathing in a smoke filled area; keep to the right on stairs; evacuate quickly and meet at the designated point away from the building. Students must remain outside the residence hall until the reentry announcement is given.

When personally aware of a fire:

1. Pull the fire alarm.
2. Dial College Police (Ext. 777) and describe the location of the fire as clearly as possible.
3. Notify a staff member immediately.
4. Evacuate the building.

Three fire drills are held each semester in the residence halls. They are conducted by each residence hall Fire Marshal under the direction of the Campus Fire Marshal. Printed instructions for the fire drill procedures are issued to the occupants of each room in the residence hall. Each hall resident should, however, determine for himself or herself the location of the fire extinguisher and fire exit nearest to his or her room. Smoke detectors have been placed in the hallways, stairwells, and rooms of residence halls. Persons who knowingly give or turn in a false alarm of fire are guilty of endangering the lives of other people and may cause damage to the person and/or equipment responding to such false alarms. Improper use of fire extinguishers, removal of fire extinguishers tie or pin, pulling a false alarm, or inappropriate activating of a smoke detector, or any tampering with fire safety equipment will result in severe disciplinary action such as suspension from the residence hall or suspension from the College. In addition, the person responsible will be expected to pay for all damages or destruction of property incurred.

Fire Safety Regulations

It is essential that all residents observe the following fire safety regulations to prevent fire in residence halls.

1. **NO OPEN FLAMES** or any incendiary devices are permitted in the residence halls.
2. The storage or use of flammable liquids or substances (e.g., gasoline, kerosene) is strictly prohibited.
3. Electrical appliances with exposed heating elements, (e.g., toaster ovens, hotplates, space heaters) are prohibited.
4. All approved appliances must be U.L. rated.
5. Bicycles, furniture, trash, or other obstacles may not be kept in hallways/doorways, or placed in any manner that interferes with exit from the building or residence hall room.
6. Cut trees or greens are not allowed in student rooms.

Furnishings For Residence Hall Rooms

The furnishings provided by the College consist of a bed, mattress (standard twin), dresser, desk space, and chair. Not included are pillows, blankets, linens, towels, study lamps, irons, curtains, or bedspreads. No furnishings in the lounges,

parlors, or any other areas of the residence hall may be removed. Furnishings in a student's room may only be removed with the approval of the Assistant Director or Head Resident. Such furnishings must be stored in designated storage rooms and remain the responsibility of the student. Students are not permitted waterbeds or like furnishings. Students, however, may construct lofts (see Loft Policy).

Keys

Duplication of keys is prohibited. Room and hall keys are for personal use only and are not to be given to any other individual. There is a lost key charge of \$15.00 for room keys and \$25.00 for entrance door card keys. It is important for students to report a missing entrance door key as soon as possible, to facilitate security measures.

Loft Policy

Students may build lofts to provide a more personalized residence hall room and to give a room more floor space for desks, stereo equipment, plants, and other personal belongings.

Residence hall students wanting a loft in their room may build their own loft or buy a kit as long as construction meets the specifications outlined in the "**Loft Construction Specifications**" forms. This form may be obtained from the Assistant Director or Head Resident of each hall. Do not begin loft construction prior to obtaining and completing this form. Lofts are not permitted in Mercer Hall (except for quads) or Russell Hall.

Loft Construction Specifications

Lofts are temporary structures built at the expense and risk of room occupants. The following guidelines reflect the College's interest in providing safe room accommodations while encouraging room personalization. *Loft Construction Specification forms* are available from your Assistant Director or Head Resident.

1. Materials (minimum standards)
 - A. Lumber—standard construction grade or better
 - B. Fasteners—through bolts with washers at all connections
 - C. Uprights—4 x 4 or 2 x 6 dimension lumber for all primary vertical support pieces. Attach cross braces to uprights for support.
 - D. Mattress Support—5/8" thick plywood for support deck —1-1/4" countersunk wood screws to connect deck to frame —1" x 3" (nominal) lumber braces (i.e., slats) spaced 24" apart to support deck
2. Size
 - A. The top surface of the mattress must be at least 30" away from the ceiling.
 - B. Lofts whose support decks measure 89" x 42" usually meet State Fire Code Regulations that relate to sprinklers and smoke detectors. Larger decks usually prevent the full-functioning of sprinklers and smoke detectors and therefore do not meet state fire code. Consult your Assistant Director or Head Resident for exceptions to the 89" x 42" guidelines.
3. Safety
 - A. Sprinklers—Loft construction must not compromise the full functioning of sprinklers. For example, loft support decks must not block the normal distribution of spray, and personal belongings must not be attached to the sprinklers.
 - B. Smoke Detectors—Loft construction must not compromise the full functioning of the smoke detector. Furthermore, personal smoke detectors may be required to provide adequate protection.
 - C. Safety Bar (Optional/Recommended)—Lofts equipped with safety bars provide added protection against injury due to accidental falls.
4. Extension Cords—Size #16-2 wire or larger (e.g., #14-2, #12-2).
5. Inspections—The Office of Residence Life, Physical Plant, and

State Fire Marshal's Office reserve the right to inspect individual loft construction.

6. Construction—Self-supporting and free standing
 - No attachments to walls, ceilings, or floors
 - Must not block windows
 - Loft/wall "intersections" should be padded with material to avoid damage to paint/walls.
7. Etcetera—All sawing and loft construction must be done outside of the residence hall (i.e., no sawing or scraps of wood or accompanying trash may be left in the hallways and common areas.
 - Lofts and other furniture must not block air flow or access to the heaters.
 - Lofts must be taken apart no later than the last day of spring semester classes (which is **before Reading Days** and stored in a room or off campus.
 - Furniture may not be placed on top of the loft.

Opening and Closing of Residence Halls

Opening and closing dates and times for room occupancy are specified in the College calendar and must be observed. Residence halls are closed during vacations and no student is permitted to remain in a residence hall during these periods. Residents wishing to remain in the residence halls for graduation (except graduating seniors) must obtain special permission from the Director of Residence Life. Residents who fail to check out prior to vacations, during room changes, or at the end of the semester, according to established guidelines, will be subject to a \$25.00 fine.

All personal property remaining in the residence halls or in the areas immediately adjacent to the halls for five days after the official hall closing date and time **will be considered abandoned personal property** and will be disposed of in accordance with provisions of the **Code of Virginia Section 23-4.2**. This property, as appropriate under the circumstances, will be destroyed or discarded at an appropriate location, retained for use by the College, or donated to an appropriate charitable organization.

Prohibited Items/Activities

The following items are prohibited in the residence halls and will be confiscated immediately:

- **Animals**—Out of consideration for people with allergies, and because of possible health hazards, only aquarium fish are permitted in the residence halls. This prohibition includes "residing" as well as "visiting" pets. In case of violations, all the residents of the room are in violation of the policy and are subject to disciplinary action, regardless of who may claim ownership of the animal.
- **Candles/incense burning, kerosene heaters, sterno**
- **Cut trees in student's room.**
- **Electrical appliances**—Personal hot plates, toaster ovens, electric frying pans, microwave ovens, personal refrigerators over 60 watts, air conditioners, unless preapproved, or other appliances with exposed heating elements are prohibited. Use of irons is permitted only in designated laundry rooms.
- **Exterior radio and television antennas**
- **Firearms**—the word firearm shall mean any weapon in which ammunition may be used or discharged, by explosion, or pneumatic pressure. The word ammunition as used herein shall mean cartridge, pellet, ball, missile, or projectile adapted for use in a firearm.
- **Fireworks and any dangerous chemical or explosive materials**
- **Illegal drugs and drug paraphernalia**
- **Illegal tapping into or use of the cable television signal**
- **Waterbeds**

- **Weapons, Concealed**—Carrying about your person, hidden from common observation, any pistol, revolver, or other weapon designed or intended to propel a missile of any kind; or any dirk, bowie knife, switchblade knife, ballistic knife, razor, slingshot, spring stick, metal knucks, black-jack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or any fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.

Prohibited Items/Activities are not negotiable under the Community Standards Program.

Quiet and Courtesy Hours

Most residential students choose to study or sleep in their residence hall rooms between the hours of 9:00 p.m. and 9:00 a.m. each day. Quiet Hours are defined as those hours when stereos and televisions are to be quiet, conversations “kept down,” and the utmost consideration is given to those who are studying or sleeping. Courtesy Hours are in effect during those times when Quiet Hours are not in effect. Courtesy Hours refer to those times when residents are to be considerate of the needs of those students who are studying or sleeping **regardless of the time of day/night**. All residence halls may vote to change Quiet Hours through the Community Standards Program.

Reading Days and Exams (12/7-14 and 4/30-5/7)

Twenty-four (24) hour quiet hours will be in effect during Reading Days and examination periods. Residents may vote to have visitation during part or all of these days and nights with the approval of 66% of the hall residents. The hours may not exceed the established community standards. **Also, the Honor Sign-In option is not available during these times.** The 24-hour study lounges are available.

Room Inspections and Reservation of Rights by the College

Rooms may be entered during each vacation period to evaluate physical conditions and cleanliness. A student who is negligent regarding the care of his/her room may have his/her privilege of living in a residence hall withdrawn. The College reserves the right to (1) change any room assignment with corresponding room rate; (2) enter any room for routine or emergency maintenance, cleanliness inspections, and other valid reasons (i.e. search and seizure); (3) control use of rooms in the event of an epidemic; and (4) terminate the housing contract for a violation of any provision of the contract, College rules and regulations, or for other reasons deemed sufficient by the Dean of Students.

Safety

Campus safety conditions reflect those of the greater Fredericksburg community; therefore, for reasons of safety, students are urged to avoid dimly lighted areas on campus after dark. Students should report any incidents immediately to the College Police (Ext. 777). There are telephones in the academic buildings, parking lots, Battleground and tennis courts, to call the College Police. Also refer to “Emergency Telephones” on page 41.

All students are urged to lock their residence hall rooms and to make sure that the front door of the residence hall is secure after entry is completed. Special locks or chain locks on doors are not permitted.

Drying racks, trunks, suitcases, or other obstructions may not be placed in hallways, steps, doorways, or blocking access to windows.

Storage of Personal Belongings

Limited storage space for properly marked trunks and large suitcases is available in each residence hall. Items to be stored must be plainly labeled with student’s name, address and date. Students may store bicycles in their rooms whenever the residence halls are closed throughout the regular academic year. The College is not liable for any items stored by students at any time. Students are encouraged to review personal insurance policies to determine if their personal belongings are insured. Community standards may establish the most appropriate procedures for storage, including the sanctions for violating those procedures. **The College does not provide summer storage facilities.**

Telephones

Each residence hall room has one telephone connection which is shared by the occupants. The occupants must furnish the telephone set and the cord necessary to connect it to the jack. Telephone service is available to all areas on campus and to local exchange numbers at no additional cost. Included in this service is voice mail so that messages can be left for the individual occupants of the room.

Each residential student may contract with Mary Washington College Voice Services (MWCVS) for long distance services. The office of MWCVS is located in Hamlet House at 654-CALL (654-2255). Long distance charges made through MWCVS are lower than for any of the major long distance carrier; students have found that this program is very economical. Each student is assigned a unique PIN (personal identification number) so that only calls authorized by the student will be billed to the student. Students should be cautioned to guard this PIN number carefully in the same way they would guard PIN numbers used with ATM cards. Students will be billed monthly for long distance usage; these bills are due and payable upon billing. Specific details about MWCVS On-Campus Long Distance Service for residential students will be sent during the summer months to all students living in college housing.

All students – residential and commuting – may contract with Mary Washington College Voice Services for Off-Campus Long Distance service. Instructions for using this service are printed on each student identification card, and details about this service will be available at the time the student’s identification card is received.

Television Access

Each residence hall room has one cable outlet which will permit access – at no extra charge – to 39 off-campus television stations. Room occupants must furnish the television set as well as the cable necessary to connect the set to the video outlet. The length of the cable depends upon where the student wishes to place the set in the room. A student may contract individually with the local Fredericksburg cablevision carrier for premium channels and pay-for-view services. The student who makes arrangements for these additional services is responsible to the local cablevision carrier for the appropriate charges.

Each residence hall also has a lobby or common area television.

Trash Disposal/Recycling

Students are expected to remove trash from their rooms and deposit it in designated areas. Trash is removed from residence hall trash rooms on a regular basis in residence halls where dumpsters are not available. In residence halls where dumpsters are available, trash is to be placed in the dumpsters

and not in trash rooms. Trash left in hallways compromises sanitary conditions and is considered a fire hazard. Residence halls may decide through community standards the most appropriate sanctions for violating trash removal.

A comprehensive recycling program is available to all residence halls as well as academic and administrative buildings. Central collection containers are provided for each building. Students are responsible for their removal of collected recyclables from their rooms and floors and placement in the central collection bins. Students are expected to follow established recycling policy guidelines.

All trash and recyclables are to be removed from the halls before breaks and at the end of each semester. The Physical Plant imposes a \$25 per bag fine for trash or recyclables removed by staff due to negligence on the part of residents. Residence halls may decide through community standards the most appropriate means of assigning payment of the fines.

Twenty-Four Hour Study Areas In Residence Halls

1. Each residence hall may designate a 24-hour study area within the building. These areas will be designated by the recommendations of the Hall Councils with the approval of 66% of the hall residents.
2. During the hours that visitation is not in effect, escorted students may proceed to and from the study area, but they may not walk through any other area within the building. Students using the study area must be escorted at all times by a resident of the hall.
3. All 24 hour study area guests must be signed into the log at the front desk.
4. A resident is at all times responsible for the conduct and actions of his/her guests.

Visitation

Residence halls will open for visitation on Monday, August 26, 1996 when either the Resident Desk Aide schedule is completed or when the Honor Sign-In policy is implemented. Friends and family members are welcome to accompany residents for the purpose of moving personal belongings prior to that date.

Visitation is defined as the hours when members of the opposite sex (who live in another building or off-campus) may visit a student in a residence hall. There is no visitation during "Senior Week" (i.e., the week between the end of spring semester and graduation.)

Guest Sign-In/Out Procedures

MWC Student Who Is A Guest of Another Student:

1. Must enter through the main entrance of the residence hall and present the student ID card to the desk aide. The desk aide will sign the guest's name, the room number being visited, and the time signed into the building.
2. Must sign-out (and retrieve the ID card when applicable) with the desk aide when leaving the building.
3. Must sign-in and sign-out in the log at the front desk when the desk aide is not present (i.e., Honor Sign-In).

Non-MWC Student Who Is A Guest of a Student:

1. Must present a picture ID card to the desk aide. The desk aide will sign the host and guest's name, room number being visited, and the time signed into the building.
2. **Must be escorted by the MWC host at all times.**
3. Must be escorted by the MWC host to the front desk so that the guest can be signed-out of the building with the desk aide.
4. Must be escorted by the MWC host to the front desk in order to sign-in and sign-out of the log when a desk aide is not present (i.e. Honor Sign-In).

5. Students are responsible for the actions of their non-MWC guests and are liable for any damages caused by guests. The Assistant Director or Head Resident or designee may permit a member of the opposite sex to be in a student's room while that student is moving into or out of the room or in other extenuating circumstances.

Honor Sign-In Policy

Honor Sign-In is designed to allow students in upperclass halls to extend visitation beyond paid desk aide hours without having to staff the desk with voluntary members of the residence hall community.

Honor Sign-In procedures are: (1) non-residents of a building must be escorted by a resident of the building; (2) non-residents of the building must properly sign in and out of the visitation log at the front desk; (3) the doors of the building must be locked; and (4) if the doors of the building are found propped on three occasions, the building must lose honor sign-in for the rest of the semester.

Guests: Responsibility For

All guests are expected to abide by College regulations. Each student is held responsible for the behavior of his/her guest(s). The student's responsibility includes restitution for damages and disciplinary action. Residents are welcome to have overnight guests, according to Community Standards, with the prior approval of roommate(s). Siblings who are members of the opposite sex must also follow visitation hours and, therefore, may have to arrange for overnight accommodations with a member of the same sex. **Guests may stay a maximum of two nights within a week.** Guests who abuse this or other visitation privileges will be asked to leave and denied future visits. Guests must present a driver's license or other picture identification to the desk aide in order to visit within a residence hall. Students are required to register their guest(s) in the log and escort guest(s) at all times.

Standard Visitation

Freshman Residence Halls

Sunday-Thursday	9:00 a.m.- 2:00 a.m.
Friday-Saturday	9:00 a.m.- 3:00 a.m.

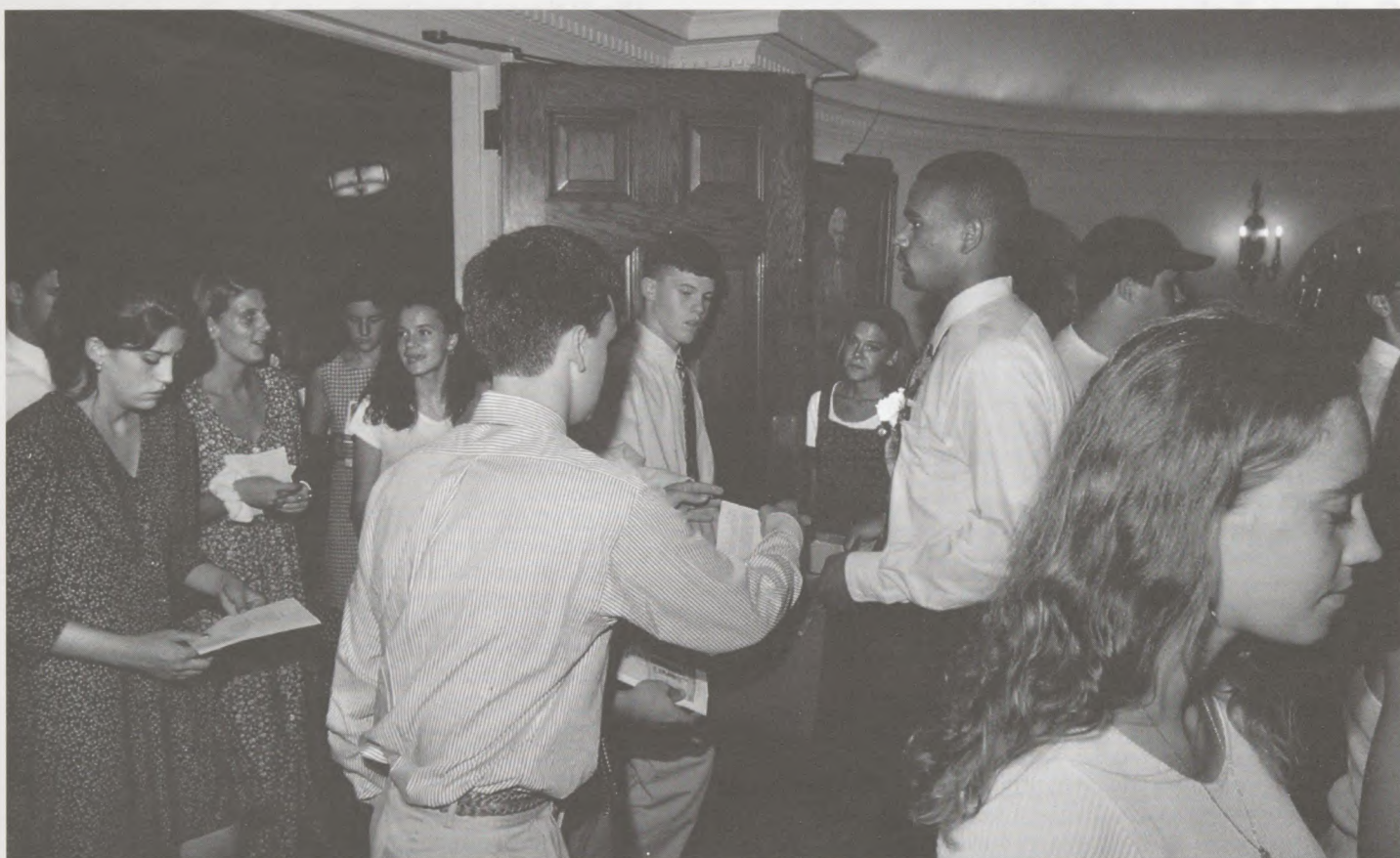
Upperclass Residence Halls

Monday-Thursday	9:00 a.m.-4:00 a.m.
Friday-Sunday	9 a.m. (Fri.)-4 a.m. (Sun.)

After roommate contracts are completed and are on file, upperclass residence halls may vote to extend the hours of standard visitation with the approval of 66% of the hall's residents.

In the spring semester freshman halls whose residents have maintained a combined GPA of 2.0 can vote to extend the hours of visitation with the approval of 66% of the hall's residents.

College Judicial System



How does the Judicial System work?

What rights do I have if I am suspected of a violation?

How do I appeal a sanction and to whom?

What is the Judicial Review Board?

Overview

The Judicial process is a learning experience which teaches the individual responsibility to oneself and the academic community. The Judicial System attempts to balance the needs of the community and the needs of the student. Hence, the Judicial System has two main objectives: to hold students accountable for inappropriate behavior and to modify those behaviors deemed inappropriate in order to maintain a positive living-learning environment within the College community. There are some behaviors which cannot be tolerated because they threaten the basic safety and/or well being of others in the community. By establishing a set of rules and regulations, the general welfare of all students can be promoted.

Since the President of the College is charged with the responsibility for the regulation of all aspects of student life at the College, the College administration must insure that the campus environment remains safe, comfortable, and supportive of the mission and standards of the institution. In addition, an academic community should promote maximum opportunities for self government. To this end, the College administration has delegated certain authority to the Student

Government Association for the establishment and enforcement of mutually agreed upon rules and regulations. There are other rules and regulations, however, for which the administration of the College maintains primary enforcement responsibility. In addition, violations of local, state, and federal laws are subject to criminal prosecution by those bodies.

All students and other members of the College community are expected to uphold standards that reflect credit to themselves and the institution and to abide by all College rules and regulations. Should the conduct or action of a student or group of students be detrimental to the environment of the College, or interfere with the educational process or the operation of the institution, appropriate disciplinary action will be taken.

Procedures for Handling Violations of College Rules and Regulations

Members of the College Judicial System

Members of the College Judicial System which handle violations of College policy are: the Peer Judicial Boards, Judicial Review Board, Student Conduct Hearing Board, Dean of Students or designee (Assistant Directors for Residence Life, Director of Residence Life), the Honor Council, and President of the College. Members of the Judicial System treat all students with impartiality and adhere to the principles of due process. The name, status, and alleged offense of any student is not discussed with anyone other than appropriate institutional personnel. Except as required by law, the

content of any judicial body deliberations or the vote on any case is not disclosed. Members of the Judicial System uphold institutional regulations in their conduct and perform their duties in an exemplary manner.

College Policy Violations Handled By the Judicial System

ALCOHOL POLICY VIOLATIONS

Consumption/possession of alcoholic beverages, underage

Eagle's Nest

(1st Offense) Handled by: Dean of Students or designee
Possible sanctions: Banned from Eagle's Nest for 6 weeks, educational session (1 1/2 hrs.)

(2nd Offense) Handled by: Dean of Students or designee
Possible sanctions: Banned from Eagle's Nest for 1 1/2 semesters

Freshman halls

(1st Offense) Handled by: Peer Judicial Board or Assistant Director

Possible sanctions: Letter of reprimand, educational session (1 1/2 hrs.)

(2nd Offense) Handled by: Same

Possible sanctions: Probation for on-campus housing, letter of reprimand (extended)

Possession of alcohol (open container) in public area (res. halls, athletic events, campus)

(1st Offense) Handled by: Peer Judicial Board, Assistant Director, or Dean of Students

Possible sanctions: Letter of reprimand, educational session (1 1/2 hrs.)

(2nd Offense) Handled by: Same

Possible sanctions: Housing probation, letter of reprimand (extended)

Intoxication

(1st Offense) Handled by: Dean of Students or designee
Possible sanctions: Letter of reprimand, educational session (4 1/2 hrs.)

(2nd Offense) Handled by: Same

Possible sanctions: Letter of reprimand (extended), probation/suspension from residence halls for a limited time

Providing alcohol to underage persons

Handled by: Dean of Students or designee

Possible sanctions: Letter of reprimand; educational session (1 1/2 hrs.)

Social Host responsibility

Handled by: Peer Judicial Board or Assistant Director

Possible sanctions: Housing probation to suspension from residence halls

OTHER POLICY VIOLATIONS

Assault (physical) of another student or staff member

Handled by: Dean of Students or designee

Possible sanctions: Suspension from residence halls; Suspension or expulsion from college

Conduct (disorderly/obscene)

Handled by: Dean of Students or designee

Possible sanctions: Letter of reprimand; suspension from residence halls

Conduct (improper in Dining Hall)

Handled by: Judicial Review Board

Possible sanctions: Letter of reprimand; suspension of dining hall privileges

Desk Duty

Missed

Handled by: Peer Judicial Board

Possible sanctions: Fine; assignment of constructive or educational task

Missed three or more times

Handled by: Judicial Review Board

Possible sanctions: Educational task/fine

Volunteer (failure to sign up)

Handled by: Peer Judicial Board

Possible sanctions: \$75 fine

Drugs

Possession and/or use

Handled by: Student Conduct Hearing Board

Possible sanctions: Suspension; expulsion from college

Paraphernalia (possession and/or use)

Handled by: Student Conduct Hearing Board

Possible sanctions: Suspension; expulsion from college

Fire Safety Regulations

Fire Drill (failure to vacate residence hall)

Handled by: Judicial Review Board

Possible sanctions: Letter of reprimand; suspension from residence halls

Setting off fire extinguisher

Handled by: Judicial Review Board

Possible sanctions: \$100 fine

Fire equipment (improper use of)

Handled by: Judicial Review Board

Possible sanctions: Letter of reprimand; restitution, fine, suspension from residence halls

Fire in the residence halls (lighting candles, sterno, or other objects producing open flame)

Handled by: Dean of Students or designee

Possible sanctions: Suspension from residence halls; expulsion from college

Furniture (misappropriation in residence halls)

Handled by: Peer Judicial Board

Possible sanctions: Reprimand; fine

Noise (excessive)

Handled by: Peer Judicial Board

Possible sanctions: Warning; constructive or educational task

Objects thrown from windows

Handled by: Judicial Review Board

Possible sanctions: Restitution; suspension from residence halls

Prohibited Items/Activities

Incense/candles cannot be burned (prohibited activity) in residence halls (safety issue)

Handled by: Dean of Students or designee

Possible sanctions: Housing probation; suspension from residence halls

(See page 42 for additional prohibited items/activities)

Property destruction

Under \$350

Handled by: Peer Judicial Board

Possible Sanctions: Restitution; letter of reprimand

Over \$350

Handled by: Judicial Review Board

Possible Sanctions: Restitution; letter of reprimand; suspension from residence halls

Racial/Sexual Harassment

Handled by: Dean of Students or designee

Possible Sanctions: Educational task; reprimand; suspension/expulsion from college

Roommate's rights violation

Handled by: Assistant Director

Possible Sanctions: Fine; assignment of constructive or educational task

Trespassing/Unauthorized Entry

Handled by: Dean of Students or designee

Possible Sanctions: Letter of reprimand; suspension from residence halls

Sexual Assault

Handled by: Student Conduct Hearing Board

Possible Sanctions: Suspension from residence halls; suspension/expulsion from college

Trespassing/Unauthorized Entry

Handled by: Dean of Students or designee

Possible Sanctions: Letter of reprimand; suspension from residence halls

Unsanitary Conditions (in residence hall)

Handled by: Peer Judicial Board

Possible Sanctions: Assignment of constructive or educational task; warning

Visitation violations

Failure to follow sign-in policies

Handled by: Judicial Review Board

Possible Sanctions: Educational task; visitation restriction; suspension from residence halls

Failure to sign out

Handled by: Peer Judicial Board

Possible Sanctions: Fine; assignment of constructive or educational task

Falsifying sign-out times

Handled by: Judicial Review Board

Possible Sanctions: Visitation restriction; suspension from residence halls

Violation of hours

Handled by: Judicial Review Board

Possible sanctions: visitation restriction; suspension from residence halls

Weapons or projectiles (possession or use of)

Handled by: Dean of Students or designee

Possible Sanctions: Letter of reprimand; suspension from residence halls

This is not an exhaustive list of violations and possible sanctions. Unique circumstances may result in the imposition of different sanctions.

Process for Handling Violations of College Rules and Regulations

When an alleged violation of college regulations occurs within the residence halls, an **Incident Report** is written by a residence hall staff member or by a student. In most cases, the student is asked by a staff member to read and sign this report. Signing this Incident Report indicates that the student has read the report.

Incident Reports are part of the student's conduct record. They may be considered individually or cumulatively to remedy the behavior problem. The appropriate official shall investigate the incident and determine the necessary accusation(s), if any. The Dean of Students or designee shall direct the case to the appropriate administrator, a Peer Judicial Board, the Judicial Review Board, or the Student Conduct Hearing Board. The accused student will be notified of the accusation.

If the student is to see the Dean of Students or another administrator, he/she must make an appointment no later than twenty-four (24) hours after notification. This individual appointment is to discuss the accusation(s) with the student. If

the accused student is not satisfied with the results of an appointment with the Assistant Director, the accused may appeal his/her case to the Director of Residence Life. If the accused is not satisfied with the results of the appointment with the Director of Residence Life or the Dean of Students, the accused may appeal his/her case to the Student Conduct Hearing Board. This appeal must be based on procedural grounds, upon the presentation of new evidence not available at the hearing with the Dean or Director, or upon the penalty being too harsh for the offense committed.

If the alleged violation will be heard by the Peer Judicial Board, the Peer Judicial Board Chairperson will notify the accused student in writing of the date, time, and place, when he/she will meet with the Peer Judicial Board to review the incident. The student will be given a specified amount of time to reschedule (if necessary), to specify if he/she intends to have a witness present to testify on his/her behalf, or to specify if he/she would like to exclude certain Board members from hearing his/her case. If the student wishes to appeal the decision of the Peer Judicial Board he/she may do so by delivering a written letter of appeal to the Judicial Appellate Board in 205 Lee Hall within six days (excluding weekends and holidays) after the hearing.

If the student will have a hearing before the Judicial Review Board or the Student Conduct Hearing Board, he/she will be notified of the time of the hearing. This notification will be at least seventy-two (72) hours prior to the meeting. The seventy-two (72) hour time period may be waived in writing by the accused if he/she desires. If the accused student is not satisfied with the results of the appointment with the Judicial Review Board then the accused may appeal his/her case to the Judicial Appellate Board. If the student wishes to appeal the sanctions of the Student Conduct Hearing Board, the student may appeal his/her case to the President of the College, in writing, within five (5) calendar days after the sanction is imposed. This appeal must be based on procedural grounds, upon the presentation of new evidence not available at the hearing, or upon the penalty being too harsh for the offense committed. In the case of new evidence, the President would direct a new Student Conduct Hearing Board to rehear the case.

In keeping with the belief that discipline should be a learning experience, members of the administration, Peer Judicial Board, and the Judicial Review Board will work with the student in attempting to remedy behavioral problems by:

1. reviewing the situation;
2. listening to the student's view of the situation;
3. discussing the effects of inappropriate behavior on the individual and the group;
4. using possible resource agencies on-campus or in the community to help correct the problem;
5. informing the student of the possible repercussions of any further behavioral problems;
6. applying the appropriate sanction, such as: payment for repair of damages, work projects, letter of reprimand, or suspension from residence halls.

Compliance With Judicial Process

No student shall engage in any activity that disrupts, unfairly influences, or obstructs the judicial process of Mary Washington College or the Commonwealth of Virginia. This includes but is not limited to activities such as:

1. Attempting to influence, intimidate, or threaten any witness, Council member, or other participant involved in the preparation of a case or the procedures constituting a judicial proceeding.
2. Inappropriate, illegal, and unjust distribution, announcement or publication of confidential judicial information, letters, or decisions.
3. Conducting oneself in an unruly and inappropriate fashion towards any official when being confronted on judicial matters.

4. Failing to completely cooperate with the Judicial System and corresponding sanctions.

All students are expected to comply with any disciplinary conditions imposed upon him or her by a Judicial body or College official.

Due Process Rights

An accused student has the following rights:

1. The right to a fair and impartial hearing before the duly constituted judicial body or judicial officer.
2. The right to a presumption of innocence until proven guilty.
3. The right to an open or closed hearing. At an open hearing, only as many people as can safely fit into the hearing area may attend. Peer Judicial Board hearings, however, are closed.
4. The student shall have the right to an adviser of his or her choice, provided that person is willing to assist and advise the student during the investigation. The adviser may be a Student Honor Advisor or a faculty or staff member. This right shall extend to all judicial proceedings. A Student Honor Advisor may be contacted by calling the Honor Council Office located on 4th floor of Lee Hall, ext. 1144.
5. The right to question all witnesses testifying against the student.
6. The right to present witnesses to testify in his or her defense. The Judicial body shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.
7. The right to be present during the entire hearing (except for closed judicial deliberation) and to know all evidence used in the proceeding. The student may, however, elect not to appear and failure to appear shall not be construed as an admission of guilt.
8. When contacted by the Judicial Chairperson the student has the right to plead guilty foregoing his/her right to a hearing (except in most Peer Judicial Board hearings).
9. The right to be notified in writing of the decision or recommendation of the judicial body or hearing officer within 10 days of the date of the hearing (excluding official college breaks) except in unusual circumstances as determined by the hearing officer.
10. The right to appeal to the appropriate body or College administrative official within five working days of receiving the judicial decision for any of the following causes:
 - a. denial of due process
 - b. presentation of new evidence not available at time of hearing
 - c. penalty was too harsh for the offense committed.

Disciplinary Sanctions

The following disciplinary sanctions may be given to students violating College policies and regulations. The disciplinary sanction will be presented in written form to the violator, with a copy sent to appropriate members of the judicial system and a copy placed in the student's personal file in the Office of the Dean of Students. **Students are on their honor to uphold disciplinary sanctions.**

- a. **Restitution***—The student is required to provide monetary reimbursement for repair/replacement of property or service rendered. Restitution, however, is not considered sufficient penalty for willful damage or destruction of property.
- b. **Fine***—The student is required to provide monetary compensation for violation. Money collected through fines will be contributed to the residence hall fund. *Restitution and fines are payable in cash or check payable to "Mary Washington College" and delivered to the Student Accounts Office, G.W. Hall, by the appropriate date.

- c. **Reprimand**—A letter of censure for violation of College policies and regulations will be sent to the violator.
- d. **Assignment of Constructive or Educational Task**—A task that benefits the individual, campus or community (such as a volunteer service or service-related activity) is assigned to the student.
- e. **Restrictions**—A student may be restricted from entering specified buildings or residence halls.
 - (a) **Loss of Visitation**—the individual loses his/her visitation rights for a specific period of time: for example, an individual under this sanction may not sign-in to another hall or have a visitor sign-in to visit them. The restricted individual's name will be placed on a loss of visitation list which is located at the front desk within the log.
 - (b) **Social Probation**—the individual loses his/her social rights on campus for a specific period of time. No individual under this sanction may enter the Underground, Eagles Nest, mixers, or any campus-sponsored activity.
- f. **Probation**—the student may be suspended from on-campus housing if "involved" in a future violation during the specified period of time of the probation.
- g. **Suspension from the Residence Hall**—The student loses the privilege of living in a College residence hall for a specified length of time. At the end of this time, after receiving approval from the Dean of Students or designee, the student is allowed to reapply for residence hall living. The student may be admitted to a residence hall provided there is space available. During the suspension period the student may not visit in, or enter, any residence hall at any time for any reason unless otherwise specified. Persons responsible for payment of the student's College bills will be notified by telephone by the Dean of Students or designee when a student is suspended from the residence halls. When suspended from living in the residence halls, the student must leave the hall according to the terms of the sanction or within 72 hours after the sanction has been imposed.
- h. **Expulsion from the Residence Hall**—The student loses the privilege of living in College residence halls. When expelled from the residence halls, the student must leave the residence halls according to the terms of the sanction or within 72 hours after the sanction has been imposed.
- i. **Extension of Sanction/Transcript and Registration Hold**—Any student failing to comply with a disciplinary decision within the designated period will be assessed a sanction greater in severity than the original sanction. In addition, a transcript and registration hold may be placed on the student's academic record.
- j. **Suspension**—The student is separated from the College for a period of time (subject to approval of the President). Individuals responsible for payment of the student's College bill will be notified by telephone by the Dean of Students or designee. A letter will be sent to the student, the person responsible for the payment of the student's College bills, Student Records, Office of the Vice President for Business & Finance, Admissions Office, and copies placed in the permanent file in the Office of the Dean of Students. When suspended, the student must leave campus within 36 hours after the sanction has been imposed. During the period of suspension, the student is banned from campus, and may only visit administration buildings for business purposes with prior clearance from the Office of the Dean of Students.
- k. **Expulsion**—Permanent removal of the student from the College is subject to the approval of the President. Persons responsible for payment of the student's College bills will be notified by telephone by the Dean of Students or designee. A letter will be sent to the student, person responsible for payment of bills, Student Records, Office of the Vice President for Business & Finance, Admissions Office, and copies placed in the personal file in the Office of the Dean of Students. When expelled, the student must leave cam-

pus according to the terms of the sanction or within 36 hours after the sanction has been imposed. A student expelled from the College is ineligible for readmission.

Peer Judicial Boards

The goal of Community Standards is for students to govern their residence hall communities by establishing some of the rules and regulations by which they live, enforcing these rules, and imposing sanctions when residents violate these rules.

Reporting

Violations of the Student Handbook or Community Standards may be reported by any member of the residence hall community. Alleged violations are committed to writing and given to the Assistant Director or Head Resident for routing.

Routing

Alleged violations will be routed to the appropriate hearing board/official: Honor Court, Student Conduct Hearing Board, Judicial Review Board, Peer Judicial Board, or administrative hearing official. Administrative hearings are conducted by the Dean of Students, or designee, whenever a Peer Judicial Board is not operational or when a Board fails to fulfill its judicial responsibilities.

Peer Judicial Board Hearing

Each Peer Judicial Board (PJB) is comprised of students from the same residence hall, except for Resident Assistants. Hearings are chaired by the PJB Chairperson and advised by the non-voting Assistant Director who will attend each hearing. Hearings should take place within two weeks of the incidents. The purpose of the hearing is to establish a reasonable understanding of the incident, determine guilt or innocence and, if guilty, assign an appropriate sanction. The hearing is a peer educational process and is not to be conducted in an adversarial manner. The outcome of the deliberations is explained to the accused student verbally and in writing. The decisions of a Peer Judicial Board may be appealed to the Judicial Appellate Board.

Procedures

1. The Hearing Notification Form, Reporter Peer Hearing Notification Form, and a copy of the "Student's Due Process Rights" must be received by the accused student no later than five days prior to the hearing.
2. The Chairperson convenes the hearing and explains the hearing procedures, including use of the tape recorder. The importance of maintaining confidentiality about hearing information and adhering to the Honor Code when testifying are stressed.
3. The Chairperson will ask all persons to leave the room except Board members, the adviser (i.e., Assistant Director), and the accused student. The Chairperson will state the accused student's name and the alleged violation, and will ask if the accused has received a copy of the Incident Report and, if so, if she/he agrees or disagrees with, or would like anything added to, the Incident Report.
4. If the accused agrees with the report, the Chairperson will ask if she/he is pleading guilty to those charges. If the answer is yes, the accused will be asked if there is an explanation for the behavior. The accused is then asked to leave the room while the Board decides the sanction.
5. If the accused disagrees with the report, the Chairperson will instruct a board member to record the accused's version of the incident and attach it to the Incident Report as an addendum. The accused is then asked to leave the room while the Board decides the sanction.
6. If the accused pleads not guilty, the Chairperson will call the incident reporter to testify. (Incident reporters who cannot attend the hearing will submit any additional

facts/comments in writing to the Chairperson prior to the hearing.)

7. The incident reporter will state her/his version of the facts. If the incident reporter is not present, her/his statement will be read or, if no statement has been provided, the Incident Report will be read aloud.
8. The accused student and the Judicial Board can question the incident reporter. (Assistant Director may not question, but may address the Board members if they need assistance.)
9. Any witnesses supporting the Incident Report are then called in and asked for their statements. Witnesses are then questioned by the accused and by the Board.
10. The accused student is then asked for a statement, after which the accused may be questioned by the Board.
11. The accused student may then call witnesses testifying on her/his behalf. (Witnesses must have been present during the alleged incident.) Character witnesses are not permitted. The Board may then question the witnesses.
12. Once all testimony is complete, the Chairperson will ask everyone to leave the room during deliberations except Board members and the adviser. The tape recorder will be off during deliberations.
13. During deliberations, the Chairperson does not offer opinions, but only maintains order. Board members vote by secret ballot which the Chairperson will tally and announce. A simple majority vote will determine the verdict.
14. If the verdict is guilty, the Chairperson will review the range of sanctions and inform the Board of any previous violations of a similar nature. The Board will then decide the sanction by consensus, and a designated Board member will complete the sanction letter form.
15. Tape recording resumes, the accused student and the incident reporter are called in, and the decision (guilt or innocence, and sanction) is read. The student is advised that the decision may be appealed to the Judicial Appellate Board by delivering a written letter to the Judicial Appellate Chairperson, 205 Lee Hall, within six working days (Mon-Fri., excluding school holidays and weekends) after the hearing. Further arguments will not be heard by the Peer Judicial Board. The Chairperson will conclude the hearing and stop the tape recording.

The Chairperson will give copies of the Hearing Summary to the Assistant Director, Director of Residence Life, and maintain one copy for the PJB file. The sanction or not guilty letter should be mailed to the student within three working days, with a copy sent to the Assistant Director (AD), and a copy for the Board file. For alcohol-related violations, the sanction letter will be completed and distributed by the AD, with an additional copy kept in the Dean of Students' office. The Chairperson maintains hearing documents until the end of the academic year in a place agreed upon by the AD.

An accused student deserves a fair and impartial trial as outlined herein and, if a procedural error compromises the student's rights, charges brought against the accused student may be dismissed.

Judicial Review Board

Philosophy of the Board

All of the Board's activities, and ultimately its very existence, derive from a single principle: dedication to student responsibility for student actions. Thus the Board conceives of its role, in terms of the College judicial process, as one of mediation between the expectations of the College as an enduring institution, the needs and rights of the student body as a whole, and the needs, rights and impulses of the individual student. Each alleged violation of college rules is considered unique, due to the circumstances surrounding the violation; therefore, there is no system precedence. The sanctions it recommends represent, not an attempt to punish, but the result

of the best possible balance of the three interests, and are a sincere attempt to communicate to the individual, at the most immediate level possible, that his/her actions have somehow damaged the mutual ongoing process of education.

Composition of the Board

The Judicial Review Board shall be composed of the Judicial Chairperson and twelve elected members, three from each class. The Board is advised by the Dean of Students. If a judicial representative feels that he or she cannot hear the case objectively, the representative shall disqualify himself or herself from the hearing. A quorum of five must be present to hold a hearing. The others shall be reserved in the event of an appeal.

General Procedures

The Judicial Chairperson receives the Incident Report and will contact the accused through campus mail. Students are given the choice of pleading guilty or having a hearing.

1. By pleading guilty, the student is admitting guilt to the incident and all statements from the report are assumed to be correct. The accused gives up the right to a hearing and is sent a form which must be signed and returned to the chairperson. The incident will be reviewed by the Board, and a determination will be made without the accused being present. The student is notified of the decision in writing. The decision is final and cannot be appealed.
2. If the accused feels there are any extenuating circumstances, it is his/her right to have a hearing. Upon request, the judicial chairperson will schedule a date and time for the accused to appear before the Board and explain the circumstances of the incident.

Procedures for Judicial Review Board Hearings:

1. The accusing student or staff member and accused student are introduced to the Board by the Judicial Chairperson.
2. All are reminded of the Honor Code.
3. The accusing student or staff member briefly relates to the Judicial Review Board the circumstances of the case and/or facts relevant to the case.
4. The Chairperson reminds the accused student that he/she does not have to testify.
5. The Chairperson asks the accused student to relate the circumstances surrounding the case to the Board.
6. Any other witnesses are then escorted into the Judicial Review Board room and reminded of the Honor Code.
7. The witnesses supporting the accusation give their testimony, followed by the witnesses supporting the suspected student.
8. The accusing student or staff member, accused student, and the members of the Board may ask questions at the conclusion of each testimony and presentation of evidence.
9. After testimony, the Chairperson adjourns the hearing for deliberation. The Board may recall the accused, the staff member and any witnesses to further question their testimony. At this time, additional comments may be made. The Judicial Review Board must reach a majority rule decision after discussion.

All records of a hearing (tape and minutes) in which a decision of guilty is given will be kept locked in the judicial files. It shall be the duty of the Judicial Chairperson to see that these records are properly and safely stored. Inspection of these records will only be granted to any person who may prove his or her legitimate interest in that case to the Judicial Review Board.

In the case of a not-guilty decision, all minutes and tapes of the trial shall be destroyed.

10. The Board is reconvened and the Chairperson announces the Judicial Review Board's decision.
11. The Judicial Chairperson must remind the accused student of the right to appeal the decision to the Judicial Appellate Board.
12. All hearings will be assumed closed unless the accused requests otherwise.
13. The disciplinary action will be presented to the violator in a letter with a copy to appropriate persons.

Procedure for Appeal to Judicial Appellate Board:

The Judicial Appellate Board shall be composed of the Judicial Vice Chairperson, and three non-biased members of the Judicial Review Board who did not sit on original hearing. All representatives will serve with equal voice and vote. An accused who has been found guilty of a judicial regulation by a Peer Judicial Board or the Judicial Review Board, may, within five school days after notification of the decision of a Peer Judicial Board or the Judicial Review Board, send a letter of appeal to the judicial chairperson requesting the Judicial Appellate Board to review the decision of a Peer Judicial Board or the Judicial Review Board on any one of the following grounds:

- a. denial of due process
- b. penalty was too harsh for the offense committed
- c. presentation of new evidence not available at time of hearing

In an appeal, the student shall set forth in writing all of his or her objections to the action of a Peer Judicial Board or the Judicial Review Board. The Judicial Appellate Board will meet after receiving the letter of appeal to rehear the facts of the original case and reconsider the sanctions. The accused is entitled to all rights and considerations such as the right to counsel, character witnesses, and an open hearing if so desired. In the event of an appeal on the grounds of denial of due process, any harm to the student as a result of the due process violation will be assessed by the Judicial Appellate Board and may possibly alter the original sanction.

Procedure for Appellate Hearing:

1. The Judicial Vice Chairperson reads the letter of appeal to the Appellate Board and adds any relevant information.
2. Should the Judicial Vice Chairperson be involved in the hearing, the senior representative will act as temporary chairperson for the hearing.
3. The recording of the hearing is heard.
4. The appealing student may present evidence he/she feels supports his/her appeal.
5. The Appellate Board may question the appealing student, any witnesses, or the residence life staff member (if present).
6. After testimony, the Judicial Vice Chairperson adjourns the Board for deliberation. The Board may recall anyone who previously testified for further questioning and clarification. The Board may take one of the following actions:
 - a. sustain the findings and sanctions
 - b. sustain the findings, but alter (decrease) the sanctions
 - c. dismiss the charges against the student(s).

Violations Reviewed by the Judicial Review Board:

Serious or repeated violations of the Visitation policy, violations of college policies which are safety related, damage over \$350, and misconduct in the dining hall are reviewed by the Judicial Review Board. The sanctions of suspension from the residence halls and suspension of dining hall privileges must have the approval of the Dean of Students or designee. The Judicial Appellate Board hears all appeals.

Examples of Violations Include:

Destruction of Property over \$350 (pg. 46)

Failure to Vacate the Residence Hall During a Fire Drill (pg. 46)

Improper Conduct in Dining Hall (pg. 46)
Improper Use of Fire Equipment (pg. 46)
Missed Desk Duty (After Third Time) (pg. 46)
Visitation Violation (Students who were not properly signed into the Residence Hall and violation of hours) (pg. 47)
Disregard for Roommate's Rights (pg. 46)
Objects Thrown from Windows (pg. 46)

Possible Sanctions Include:

Fine; Restitution; Reprimand; Suspension of Privileges in Dining Hall; Assignment of Constructive or Educational Task; Visitation Restriction; Probation, Suspension from Residence Hall.

Dean of Students

With the consent of the accused, disciplinary hearings involving specific violations are handled by the Dean of Students or designee, (the Director of Residence Life or an Assistant Director).

Most serious violations which occur outside the residence hall and violations which involve alcohol intoxication are reviewed by the Dean of Students. Appeals of the Dean's decision may be made to the Student Conduct Hearing Board. The sanction of suspension/expulsion from the College must have the approval of the President of the College.

Examples of Violations Include:

Disorderly-Obscene Conduct (pg.46)
Trespassing, Unauthorized Entry (pg. 47)
Violation of Alcohol Policy (Intoxication) (pg. 46)
Possession and/or Use of Weapons or Projectiles (pg. 47)
Incense burning (prohibited activity) (pg. 46)
***Lighting a Fire in the Residence Halls (candles, stereo, or other objects producing open flame)** (pg. 46)
Infractions pertaining to the Mental Health Policy (pg. 30)

*The sanction given will be suspension from the residence hall.

Possible Sanctions Include:

Fine; Restitution; Reprimand; Assignment of Constructive or Educational Task; Probation, Suspension from Residence Hall; Suspension from the College; Expulsion from the College.

Director of Residence Life

Most serious violations which occur within the residence halls (except those areas overseen by Peer Judicial Boards and/or Judicial Review Board) are reviewed by the Director of Residence Life. Appeals of the Director's decision may be made to the Student Conduct Hearing Board.

Assistant Directors

Most minor violations which occur within the residence hall will be referred to the Peer Judicial Board. Students may appeal the decision of the Peer Judicial Board to the Judicial Appellate Board. The Assistant Director will handle these violations until the Peer Judicial Board is appointed/trained each fall.

Examples of Violations Include:

Excessive Noise (pg. 46)
Missed Desk Duty (up to 3 times) (pg. 46)
Pets in Residence Hall (pg. 42)
Violation of Alcohol Policy (pg. 46)
Visitation Violations (students who leave the residence hall on time but fail to sign out) (pg. 47)
Unsanitary Conditions in Residence Hall (pg. 47)
Procedural Visitation Violations (students who are properly signed into the Residence Hall but leave within five (5) minutes of the conclusion of visitation) (pg. 47)

Possible Sanctions Include:

Fine; Warning; Restitution; Assignment of Constructive or Educational Task.

Student Conduct Hearing Board

An accused student may appear before the Student Conduct Hearing Board if the Dean of Students or designee decides that a hearing before this Board is necessary or if the accused student appeals an administrative decision to this Board.

Generally, a hearing will take place prior to the College enforcing any disciplinary action; however, if the student is accused of a violation that results in criminal prosecution or is of a nature that may endanger or disrupt the well-being of the College community, the student may be suspended from the College until the hearing can be scheduled. The purpose of the hearing is to provide a full account of the circumstances and facts involved.

The Student Conduct Hearing Board shall have full authority to determine the disciplinary action, if any, to be imposed upon a student found guilty of a violation. An exception exists however, if the Board determined that the student should be expelled from the College. In this instance, the presiding officer, the Board Chairperson, shall brief the President on the circumstances and findings prior to the decision becoming final. If for any reason, the President of the College concludes that a lesser penalty is more appropriate than expulsion, the President may accordingly amend the decision of the Board. The President may not impose a punishment more harsh than that of the Student Conduct Hearing Board.

Composition of the Student Conduct Hearing Board and Responsibilities of the Chairperson

1. The Student Conduct Hearing Board will consist of twelve (12) members from the College community, each of whom is appointed annually by the President of the College in consultation with the Senior Vice President for Administrative and Student Services. Representatives from both the faculty and the administration will occupy ten (10) positions on the Board. Two voting members of the Student Conduct Hearing Board shall be the Student Association President and the Campus Judicial Chairperson, or their appointed designees. The Chairman of the Student Conduct Hearing Board shall be appointed in addition to the twelve (12) Board members. He/She will preside over the proceedings and investigation. The responsibilities of the Chairperson of the Student Conduct Hearing Board shall include:
 - a. protecting the accused student's right to confidentiality and guaranteeing due process;
 - b. contacting the members of the Hearing Board to notify them of the date, time, and location of the hearing;
 - c. notifying the President of the College of the Board's decision.
2. A quorum of four must be present to hold the hearing. One student member, or appointed designee, must be part of the quorum.
3. The Chairperson of the Student Conduct Hearing Board shall provide for the proceedings of the hearing to be tape recorded solely for the purpose of providing the President with a record of the hearing in the event the student is eligible to appeal the decision. No recording or taping of the hearing shall be made by other persons. The Chairperson shall maintain the hearing tape for the period of time the student is allowed to make the appeal. If an appeal is not made within the time allotted, the Chairperson shall erase the hearing proceedings from the tape. In the event of an appeal, the tape shall remain in the possession of, and under the control of, the President until final disposition of the appeal. The student shall be provided reasonable access to the tape for purposes of review, with the understanding that no duplicate of the tape shall be permitted.

Student Conduct Hearing Board Procedure

1. If after completion of the appointment with the Dean of Students or designee, the accused student is not satisfied with the results of the appointment, then the accused may request a Student Conduct Hearing. This request should be made in writing to the Chairperson of the Student Conduct Hearing Board within five days of completion of the appointment. If after completion of the appointment with the accused student, the Dean of Students or designee feels that the case should be heard by the Student Conduct Hearing Board, then the administrator may request a Student Conduct Hearing. This request should be made in writing to the Chairperson of the Student Conduct Hearing Board within five days of completion of the appointment with the student.
2. The Chairperson of the Student Conduct Hearing Board will notify the accused of the date, time, and location of the hearing and the names of the members of the Student Conduct Hearing Board who will hear the case. This notification will be at least seventy-two (72) hours prior to the hearing. The seventy-two (72) hour time period may be waived in writing by the accused if he/she desires.
3. An accused student shall be entitled to have one advisor appear with him/her at the hearing. This advisor will be a selected member of the Student Honor Advisors, faculty, or staff of the College. If the student elects to have an advisor, he/she must notify the Chairperson of the Student Conduct Hearing Board at least twelve (12) hours prior to the hearing. The role of the advisor shall be:
 - a. To advise the student in preparation of his/her defense.
 - b. To assist the student in making opening and closing remarks.
 - c. To cross-examine and raise questions on behalf of the accused.
 - d. To assist in the preparation of an appeal, if appropriate.
4. Hearing Procedure:
 - a. The Chairperson calls the hearing to order.
 - b. The accused, advisor, and Dean of Students or designee enter.
 - c. All are reminded of the Honor Code.
 - d. Introductions are made.
 - e. The procedure to be followed is explained to the accused.
 - f. The Dean of Students or designee states the charge.
 - g. The accused is asked if he/she understands the accusation.
 - *h. The evidence supporting the accusation is submitted.
 - i. The witnesses are called in and reminded of the Honor Code.
 - *j. The witnesses supporting the accusation give their testimony. There will be an opportunity for questioning by the Board and by the defense at the end of the testimony of each witness.
 - *k. The evidence supporting the accused is submitted.
 - *l. The witnesses supporting the accused give their testimony. There will be an opportunity for questioning by the Board at the end of the testimony of each witness.
 - m. If the defense wishes, there will be an opportunity for character witnesses to testify.
 - *n. The accused and/or advisor present their final statements.
 - o. All leave except the members of the Hearing Board who stay for their deliberation and voting. This deliberation should include verdict and punishment. If necessary, the accused, the advisor, the Dean of Students/designee, or the witnesses may be recalled to insure that facts concerning the case are evident and clear.
 - p. The accused may be found guilty or not guilty or charges may be dismissed or amended. The decision must be agreed upon by at least three members of the Hearing Board. Appropriate sanctions are discussed and a vote is taken as to the sanctions to be assigned.
 - q. The accused, advisor, the Dean of Students or her designee are called back in, at which time the Chairperson

then informs all persons present of the Board's decision. If found guilty, the sanction(s) are announced and the Chairperson reminds the accused of his/her right to appeal. If the hearing is held to appeal an earlier sanction, then no further appeal can be made.

- r. If the hearing concerns a case in which the Hearing Board has original jurisdiction, the accused may appeal the case to the President of the College, in writing, within five (5) calendar days after the sanction is imposed. This appeal must be based on procedural grounds, upon the presentation of new evidence not available at the hearing, or upon the penalty being too harsh for the offense committed. In the case of new evidence, the President would direct a new Student Conduct Hearing Board to rehear the case.
- s. Unless there is any further discussion, all are dismissed.

*The Hearing Board, advisor, accused, the Dean of Students or designee are permitted to ask questions at the end of the following testimonies, statements, and presentations of evidence: h, j, k, l, and n.

Student Organizations



What are the provisions of the Honor Constitution?

What are the rules of campaigning for office?

Who are the officers of the Student Government Association?

Who appropriates money for activities?

Overview

The following section provides students with complete copies of the Constitutions of major student organizations, explanations of their activities, and a listing of their leadership. Questions about specific items in this section should be addressed to the individual organization president or to the advisor or sponsor of the group.

Honor Code

The Concept of Honor at Mary Washington College

The Honor System at Mary Washington College is a deeply cherished tradition founded upon the personal integrity of each individual member of the College community. It requires that all members of this community conduct themselves honorably at all times and in all dealings with others. This shared commitment to high ethical standards creates an at-

mosphere of trust and respect vital to the unique sense of community which characterizes the institution.

Authority for the maintenance and operation of the Honor System is delegated directly by the Board of Visitors to the students. It is the students who are responsible for determining when a breach of honor has been committed, and it is they who are entrusted with enforcing the system. Accordingly, every member of the student body has the responsibility, not only for understanding the provisions of the Honor Code, but also for maintaining at all times the highest possible degree of personal integrity. Moreover, every student must realize that acceptance of admission to Mary Washington includes the explicit agreement to abide by the provisions of the Honor Code as contained in the Honor Constitution and the *Honor System Guidebook*.

The Honor Constitution

Introduction

The Honor System applies to every student who is enrolled at Mary Washington College. Accordingly, every student shall be required to verify acceptance of the Honor System by signing the following Honor Pledge:

"I, as a student at Mary Washington College, do hereby accept the Honor System. I have read the Honor Constitution, understand it, and agree to

abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying the facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware, and that it is my duty to participate as an honor trial juror if called upon to serve, unless officially excused. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the College. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so."

—By Students March 1, 1990

Registration as a student at Mary Washington College obliges a student to abide by the *Honor Constitution*. Each student will sign the Honor Pledge before classes begin. This is a symbol of each student's willingness to accept the Honor System as a way of life at Mary Washington College. The ultimate responsibility for signing the Honor Pledge rests with the student.

Article I: Scope of the Honor Code

Section 1. The violations of the Honor Code are lying, cheating, and stealing in all their various forms. These terms are briefly explained as follows; for detailed descriptions of specific examples, refer to the Honor System Guidebook.

A. *Lying*: a deliberate misrepresentation of the truth. This violation includes, but is not limited to, forgery and the falsification or misuse of the student identification card by using another's card or by allowing another to use one's own card.

B. *Cheating*: an intentional misrepresentation of another's work as one's own, or a misrepresentation of the circumstances under which the work was done. This violation includes, but is not limited to, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information.

C. *Stealing*: the taking of the property of another person, or of the College, without authorization or consent. This violation includes, but is not limited to, the theft or mutilation of library materials, and the unauthorized duplication of a College key.

Section 2. In order to reaffirm commitment to the Honor System, the student shall write out in full and sign the Honor Pledge on all quizzes, examinations, papers, and other assignments, as appropriate. The Pledge verifies that the work submitted is the student's own and has been done so in accordance with the requirements set forth by the instructor. The **PLEDGE: "I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work."**

Article II. Organization

Section 1. The Honor Council is a judicial body designed to try specific cases brought to it regarding possible violations of the Honor Code.

Section 2. The Honor Council consists of a president and sixteen other members.

A. The Honor Council president is elected at large by the entire student body from among currently enrolled students.

B. The sixteen other members consist of four representatives each from the freshman, sophomore, junior, and senior classes, elected by currently enrolled students in the respective classes.

C. One Honor Council representative shall be elected by the

Council to serve as vice-president. That person shall assume the duties of the president in the president's absence, and shall perform other duties as may be assigned by the president.

D. The terms of office of Honor Council members shall begin in the spring semester of the year in which elected, and shall continue until the installation of the succeeding members the following year. Members of the Honor Council may be re-elected.

E. Any member of the Honor Council who fails to perform the duties or uphold the standards of office may be removed by action of his or her constituency or by the Honor Council itself, as follows:

1. Upon presentation to the Honor Council of a petition signed by at least twenty percent of the member's currently enrolled class (in the case of an honor representative), or at least twenty percent of the entire currently enrolled student body (in the case of the president), the question of recall shall be considered. At least three-fourths of the Honor Council must vote in favor of removal in order for the motion to be carried. If, upon petition, the Honor Council fails to remove the member in question, such action may be over-ridden upon petition of at least forty percent of the appropriate constituency followed by a majority of the votes cast by that constituency.

2. Alternatively, the Honor Council itself may initiate the recall of a member by a vote of at least three-fourths of its members in favor of removal.

3. Whenever a member is removed or resigns from office, an election shall be held as soon as practical by the appropriate constituent group to fill the vacancy.

Section 3. There shall be an Honor Investigator appointed by the Honor Council president whenever an alleged honor violation has been reported, and it shall be the duty of this person to gather information from both the accuser and the accused concerning the alleged violation. This information shall be presented to the Honor Advisory Board (see below, Article II, Section 4). The duties of the Honor Investigator shall ordinarily be carried out by the vice president of the Honor Council, but may be assigned to another member of the Honor Council at the discretion of the president. Whoever serves as Honor Investigator shall not be eligible subsequently to participate in any trial which may result from the investigated incident.

Section 4. There shall be an Honor Advisory Board consisting of the president of the Honor Council (as chair), the president of the Student Association, and the president of the Judicial Court. It is the responsibility of this body to receive information from the Honor Investigator and, on that basis, to determine the appropriate dispensation of the alleged violation.

Section 5. There shall be Student Honor Advisors appointed by the Student Advisor Coordinator from among student applicants.

A. The Student Advisor Coordinator, chosen by the Honor Council president from among student applicants, will appoint two Student Honor Advisors to each trial.

B. At each trial, one Student Honor Advisor will serve as advisor for the accuser and one will serve as advisor for the accused.

Section 6. There shall be seven non-voting faculty advisers to the Honor Council, two of whom shall be present at each trial.

A. Faculty advisers shall be appointed for staggered three-year terms by the president of the College in consultation with the president of the Honor Council.

B. Faculty advisers shall be selected in such a manner that there is at least one representative from each of the classroom buildings and the library.

C. Prior to each honor trial, one faculty adviser shall be available to assist the accuser and one to assist the accused, but neither shall participate in the conduct of the trial itself.

D. Faculty advisers shall meet periodically with the Honor

Council to review matters of function and practice, and shall report to the general faculty at least once per semester concerning such matters.

Section 7. There shall be an Honor Contact within each residence hall, to be elected by the hall's residents in the fall semester of each year, to serve as liaison between the Honor Council and the residents of that hall. The commuting students shall also elect an Honor Contact to serve as their liaison.

Article III: Procedure

Section 1. Investigation

- A. The Honor Council operates on the premise that every person is deemed innocent until proven guilty.
- B. All members of the College community should feel obligated to investigate as quickly and discreetly as possible any suspected violation of the Honor Code. If it is apparent that no honor violation has in fact occurred, there shall be no further proceedings. If, however, it is believed that a violation has occurred, the person suspected of the violation should be approached with a request for an explanation of the suspected violation. If the explanation is deemed satisfactory, there shall be no further proceedings. If the explanation is not satisfactory, an accusation should be made, and the accuser must notify the president of the Honor Council in writing within five academic days. All accusations must be made within 45 days from the date of discovery of the alleged violation. The accused must be a member of the college community.
- C. The Honor Council president shall meet with the accuser to provide procedural information and shall appoint an Honor Investigator to gather information from both the accuser and the accused.
- D. Within five academic days, the Honor Investigator shall report to the Honor Advisory Board, unless granted an extension by the Honor Council president. Based on the Honor Investigator's report, the Honor Advisory Board shall make one of the following determinations:
 1. If there is no evidence that a violation has occurred, the process shall end.
 2. If the evidence presented is insufficient, or the grounds inappropriate, to warrant further adjudication, there shall be no further proceedings although, at the discretion of the Board, a letter of reprimand may be issued to the investigated student. Such reprimand, if issued, shall not be entered on the student's official academic record.
 3. If there is evidence of a violation, but not one which involves an infraction of the Honor Code *per se*, the matter shall be referred to the appropriate body for adjudication (e.g., Judicial Review Board).
 4. If there is evidence of an Honor Code violation, the accused student shall be given the option of withdrawing from the College or standing trial before the Honor Council.
- E. Voluntary Withdrawal
 1. An accuser cannot withdraw a charge of an honor violation upon the agreement of the accused to withdraw from the College.
 2. If the accused elected to withdraw voluntarily:
 - a. the Honor Council shall take appropriate action to record the facts as they were presented;
 - b. the Honor Council president shall notify the president of the College and other appropriate administrative officers of such action; and
 - c. the following entry shall be made on the student's official academic record: "Withdrew voluntarily from the College on [date] under accusation of an Honor Code violation of [name of violation]."
- F. If the accused student elects to stand trial, the president of the Honor Council shall arrange for a jury trial. No trial shall be scheduled between the beginning of the Reading Period and the end of the Examination Period. Cases which

arise within this time frame shall be tried as soon as possible, but ordinarily no later than the end of the second week of classes during the subsequent semester; in the event of extenuating circumstances, the president of the Honor Council may grant a postponement.

G. Admission of Guilt

1. The accused student may plead guilty at any point prior to convening the actual honor trial. When doing so, the accused shall forego the right to a jury trial, and instead, shall appear before a review and sanction hearing. The purpose of the hearing shall be to determine an appropriate sanction based on the honor violation.
2. When pleading guilty, the accused student must send a signed, written statement to the Honor Council president acknowledging a plea of guilty and waiving the right to an honor trial.
3. Upon receipt of the accused student's statement, the Honor Council president shall arrange for a review and sanction hearing. At the hearing, the Honor Council shall be represented by six of its members: the Honor Council president, who is the presiding officer for the hearing, plus five unbiased Honor Council representatives. Both parties shall be entitled to have present at the hearing a Student Honor Advisor, appointed by the Student Advisor Coordinator, and a faculty advisor. Both parties shall be entitled to present a statement at the time of the hearing.

Section 2. Trial

A. Composition

1. At a trial, the Honor Council shall be represented by six of its members: the Honor Council president, who is the presiding officer for the trial, plus five unbiased Honor Council representatives.
2. There shall be a jury of nine students, chosen at random from the student body.
 - a. It shall be the duty of the Honor Council president to ensure that each juror is unbiased. Toward that end, the accuser and the accused, as well as the members of the Honor Council, shall have the right to question prospective jurors in order to eliminate from service any one who may be biased.
 - b. Although students are normally expected to serve if called, exemptions may be made for academic reasons or other legitimate extenuating circumstances.
3. Two faculty advisers appointed by the president of the Honor Council (see above, Article II, Section 6, C) shall be present, but shall not participate in the conduct of the trial itself.
4. Two student advisors shall be present. The Student Advisor Coordinator shall designate one to serve as advisor to the accused, and one as advisor to the accuser. The accuser and the accused may each engage any person of his or her own choice to act as counsel (see below, Article III, Section 2. B. 3).

B. Format

1. Attendance at the trial shall normally be restricted to those persons described above (Article III, Section 2, A). However, the accused may request an open trial, in which case additional members of the College community or other persons designated by the accused may also attend.
2. The Honor Council, with the president serving as the presiding officer, shall direct the trial process.
3. Rules of Testimony
 - a. The accused is not required to testify on his or her behalf and cannot be compelled to answer questions during the trial.
 - b. Failure of the accused to testify shall not be mentioned by the accuser during the trial, nor shall it be a consideration in determining either a verdict or, in the event of conviction, a sanction.
 - c. If the accused chooses to respond to questions from the

Honor Council, such responses must be made personally by the accused, not by counsel or by any other representative of the accused.

4. Upon conclusion of all testimony, the jury shall deliberate and deliver to the Honor Council president a verdict of guilt or innocence. A verdict of guilt shall be rendered only upon the concurrence of at least two-thirds of the jury.
5. If a verdict of guilt is rendered, the five Honor Council representatives who are present shall decide the appropriate penalty, which shall be announced by the president of the Honor Council.

C. Penalties

1. Following a verdict of guilty or an admission of guilt, the Honor Council must impose one or more of the following penalties:

a. Probation. Probation is loss of academic credit through the assigning of a failing grade.

- (1) In cases involving academic violations, the probationary sanction shall include a failing grade in the course(s) involved.
- (2) In cases involving non-academic violations, the probationary sanction shall include, as appropriate, loss of social and/or residential privileges for fifteen consecutive weeks in which the student is enrolled in classes.

Social probation is given for fifteen consecutive weeks unless otherwise stated during sanctioning. It is a comprehensive loss of social privileges for the allotted period of probation. The following events/activities are prohibited for the probation period:

- (1) Visitation privileges, except lobbies (i.e. no receiving visitors or visiting other dorms)
- (2) Class Council events
- (3) Student Government Association entertainment events
- (4) Dorm-sponsored social events
- (5) Other social events in the Great Hall, Eagle's Nest, or Dodd Auditorium

The social probation sanction does not prohibit participation in any events required by professors or that are academic in nature. Additionally, participation in clubs or community service is not prohibited.

The full privileges of being a Mary Washington College student will be restored upon completion of the allocated period of social probation.

- b. Suspension. A suspension is the loss of registration privileges for the specified semester(s). The period of suspension must be at least one semester, and may be longer at the discretion of the Honor Council. In cases where the offense takes place in one semester, and the penalty is imposed in a subsequent semester, a failing grade(s) may be assigned in one or more courses for the semester in which the offense took place. The assigning of a failing grade(s) is in addition to a suspension effective in the specified semesters.
 - c. Permanent dismissal. A student receiving the penalty of permanent dismissal is not eligible to return to the College.
 - d. In cases involving actions against the community, the sanction of community services may be rendered.
2. Any record of previous honor offenses shall not be taken into account in determining the verdict in a trial; however, the Honor Council shall consider such record in determining the penalty to be imposed in the event of subsequent conviction, as follows:
 - a. If a student, having been previously convicted and placed on probation, shall be found guilty of a second violation, the penalty for the latter violation must be either suspension or permanent dismissal.
 - b. If a student, having been previously convicted and suspended, shall be found guilty of a subsequent violation, the penalty for the latter violation must be per-

manent dismissal.

3. In any trial resulting in a conviction, the sanction imposed shall be entered into the student's official academic record. (See below, Article III, Section 4.)

Section 3. Appeal

A. Appeal of Verdict

1. A student convicted of an honor offense may appeal the verdict on procedural grounds or upon the presentation of relevant new evidence which was unavailable at the time of the original trial. Such appeal must be made in writing, and may, in addition, be presented orally, to the Honor Advisory Board within five calendar days after the initial verdict is rendered; the Board shall then determine whether sufficient grounds exist for granting the appeal.
2. If the appeal is granted, a new trial is ordered. Such trial shall be conducted in accordance with established honor trial procedures (see above, Article III, Section 2), but shall include no Honor Council member or juror who participated in the initial trial.
3. If the appeal is not granted, the original verdict shall stand as rendered.

B. Appeal of Sanction

1. A student convicted of an honor offense has the right to appeal the sanction on the grounds that the penalty is too harsh for the violation committed. Such appeal must be made in writing, and may, in addition, be presented orally, to the president of the Honor Council within five calendar days after the initial verdict is rendered.
2. The president of the Honor Council shall appoint an Honor Appellate Panel to consider such appeal. The Panel shall consist of five unbiased Honor Council members who did not participate in the initial trial.
3. The Honor Appellate Panel shall review transcripts and/or tapes of the initial trial and, on that basis, determine whether to sustain, decrease, or increase the penalty imposed at the initial trial.
4. The decision of the Honor Appellate Panel shall be final, and the convicted student shall have no further right of appeal. C. In the event that an insufficient number of current Honor Council members is available to consider an appeal, the Honor Council president shall have the right to authorize previous Honor Council members to serve at an appeal hearing.

Section 4. Record of Honor Trial

- A. In the case of acquittal, all records of the trial shall be destroyed expeditiously.
- B. In the case of conviction, one of the following entries shall be made on the student's official academic record, as appropriate:
 1. "Placed on probation for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. Probation involves [specific sanction imposed]."
 2. "Suspended for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. Entitled to enroll no earlier than [date]."
 3. "Permanently dismissed from the College by the Honor Council on [date] for the Honor Code offense of [name of violation]."

Section 5. Violations of Conditions of Previously Imposed Sanctions

- A. The Honor Council may resanction a student who has violated the conditions of a previously imposed sanction even if the violation itself does not constitute an honor offense.

B. Hearing

1. The president of the Honor Council shall arrange for a hearing to consider whether the conditions of a previously imposed sanction have been violated. At this hearing, the Honor Council shall be composed of six of its members: the Honor Council president, who is the presiding officer for the hearing, plus five unbiased Honor

Council representatives. The accused shall be entitled to have present at the hearing a Student Honor Advisor, appointed by the Student Advisor Coordinator, and a faculty advisor. The Honor Council will bring a charge of violation of conditions of a previously imposed sanction. The accused shall be entitled to present any evidence at the hearing that is relevant to the charge that the previously imposed sanction has been violated. No evidence may be presented at the hearing which is otherwise excluded by the procedures of the Honor Council or the *Honor Constitution*.

2. Upon conclusion of all testimony, the five Honor Council representatives who are present at the hearing shall determine what sanction, if any, will be imposed.
- C. The sanction imposed pursuant to this procedure may supersede, or be in addition to, the sanction previously imposed for the honor offense.
- D. In the event that an insufficient number of current Honor Council members is available to attend this type of hearing, the Honor Council president shall have the right to authorize previous Honor Council members to participate.

Section 6. A brief summary of every case tried by the Honor Council, whether resulting in acquittal or conviction, shall be submitted to *The Bullet* for publication in an appropriate format. Such summary shall include the verdict and the punishment (if any), but shall not include the names of the accuser or accused.

Article IV: Ratification

This Constitution shall become effective when approved by at least three-fourths of the Honor Council, by a majority of votes cast by the currently enrolled student body, and by the Board of Visitors of the College.

Article V: Amendments

Section 1. Amendments to this Constitution may be initiated either by the Honor Council itself or by the student body.

- A. The Honor Council may initiate an amendment by an affirmative vote of at least three-fourths of its members. For approval, the amendment must then receive an affirmative vote of a majority of the currently enrolled student body in a referendum.
- B. The student body may initiate an amendment by presenting to the Honor Council a petition signed by at least ten percent of the currently enrolled student body. For approval, the amendment must then receive an affirmative vote of at least three-fourths of the Honor Council members. It must then receive an affirmative vote of a majority of the currently enrolled student body in a referendum.
- C. In the event that the Honor Council does not approve an amendment initiated by the student body, such action can be overridden if a petition, signed by at least twenty-five percent of the currently enrolled student body, is presented to the Honor Council requesting a referendum on the amendment. For approval, the amendment must then receive an affirmative vote of a majority of the currently enrolled student body in a referendum.

Section 2. Any amendment must be approved by the Board of Visitors of the College before it can become operative.

Constitution Student Government Association Mary Washington College

Preamble: WE, THE STUDENTS OF MARY WASHINGTON COLLEGE HAVING ESTABLISHED A STUDENT ASSOCIATION TO PROMOTE COMMUNICATION, COOPERATION, AND UNDERSTANDING AMONG STUDENTS, FACULTY, AND ADMINISTRATORS DO ORDAIN AND ESTABLISH THIS OUR CONSTITUTION.

Article I: Purpose

The purpose of the Student Government Association (SGA) shall be to work for a better College community through the development and strengthening of individual responsibility and citizenship. The SGA shall share with the faculty and the administration the obligation of respecting and promoting the tradition, standards, and objectives of the College and instilling the principles of self-government and democracy in every student.

Article II: Membership

Upon matriculation into the College, a student automatically becomes a member of the Student Government Association. All SGA officers shall maintain a minimum 2.2 cumulative GPA, and shall be in good social standing as defined by the Dean of Students. (Good social standing means: the student is not on social probation or is not suspended from living in the residence halls.)

Article III: Organization

The Executive, Legislative, and Judicial departments comprise the governing body of the SGA. The five elected officers of the Executive Cabinet shall have the responsibility for the efficient operation of the SGA, under the direction of the President of the Student Government Association.

Article IV: Authority

The authority of the Student Government Association is derived from delegation by the President of the College and from the student body of the College. The elected representatives of the SGA shall have the sole authority to act in the name of the student body. The SGA commits itself to uphold and enforce those regulations which have been made through mutual agreement and understanding between the SGA and the Administration of the College.

Section 1. The Executive Cabinet, as representatives of the SGA, shall have the responsibility to study any matter affecting the welfare of the student body and the College. These representatives have the responsibility to make recommendations which will foster the best interests of the student body and the College.

Section 2. The representatives of the Student Government Association shall have the authority to regulate all SGA elections.

Article V: Ratification

Ratification of the constitution of the SGA shall be decided upon by a majority of votes cast by members of the Association.

Article VI: Executive Department

Section 1. The executive power shall be vested in a deliberative body, the Executive Cabinet of the Student Government Association, under the direction of the SGA President.

Section 2. The Executive Cabinet, a body comprised of ten members, represents the student body on all matters of joint concern between the Administration of the College and the student body. The Executive Cabinet is the highest SGA body on campus. The ten members of the Executive Cabinet include: the President (elected, voting member), the Vice President (the President of the Senate) (elected, voting member), the Judicial Chairperson (elected, voting member), the Academic Affairs Chairperson (elected, voting member), the Legislative Action Chairperson (elected, voting member), the Secretary (appointed, non-voting member), the Treasurer (appointed, non-voting member), the Executive Coordinator (appointed, non-voting member), the Commuting Student Chairperson (elected, voting member), and the Honor Council President (elected, voting member). Each member of the Executive Cabinet has a full voice at all meetings. These officers have a term of office, which begins during the second semester of each academic year.

Section 3. The President, Vice President, Judicial Chairperson, Academic Affairs Chairperson, and Legislative Action Committee Chairperson shall be elected by the student body by a secret ballot on the basis of a majority of votes cast.

Section 4. The Executive Cabinet of the Student Government Association shall have the authority to regulate all activities undertaken by the Association. Upon advice from the Rules and Procedures Committee, the Senate as a whole and the Executive Cabinet are the final interpreters of the constitution. The Executive Cabinet shall also serve as an advisory body to the President of the College.

Section 5. The Executive Cabinet, in consultation with the Inter-Club Association, shall have the authority to recognize student organizations. Recognition from the Cabinet is necessary prior to the allocation of financial assistance.

Section 6. The specific areas of duties and responsibilities of each member of the Executive Cabinet shall be as follows:

Position: Student Government Association President

The President of the Student Government Association is the official spokesperson for the SGA. The President shall call and preside over all meetings of the Executive Cabinet as well as any open student body meeting. The President shall appoint the SGA Secretary, Treasurer and Executive Coordinator of the Executive Cabinet as well as the Chairpersons of the SGA standing committees with the approval of the Executive Cabinet. The President shall nominate students to serve on any student/faculty committees and designate students to represent the Student Government Association at official College functions. The President shall have the responsibility of the Leadership Development Program. This includes having the ability to utilize the leadership and educational services of the campus as well as the authority to appoint a chairperson, if desired, to conduct the Emerging Leadership Program. The President is also responsible for the efficient operation of the day-to-day activities of the organization.

Position: Student Government Association Vice President

The Vice President of the Student Government Association shall act as SGA President in his/her absence. The Vice President shall serve as President of the Senate. The Senate President shall call and preside over all meetings of the Senate, voting only in a tie situation. The Vice President shall call and preside over all meetings of the Board of Senate Officers. The Vice President shall sit on the College Program Board as a voting member. The Vice President shall appoint all co-chairpersons of the standing committees of the Senate as well as a Secretary/Treasurer and a Parliamentarian. The Vice President is also responsible for the day-to-day operation of the Senate.

Position: Judicial Chairperson

The Judicial Chairperson shall be the official representative of the SGA in all matters of judicial concern. The Chairperson shall preside over all Judicial Review Board hearings, in a non-voting capacity. The Chairperson is responsible for coordinating all judicial trials and for maintaining records of all judicial proceedings. The Chairperson shall appoint a Secretary and a Recorder to the Board.

Position: Academic Affairs Chairperson

The Academic Affairs Chairperson shall be the official representative of the SGA in all matters of academic concern. The Chairperson shall attend all faculty meetings and shall be the only recognized student speaker at these meetings. The Chairperson shall call and preside over meetings of the Academic Affairs Council. The Chairperson shall appoint a Secretary to the Council. The Chairperson shall cooperate with the Advising Office in areas of academic concern, advising and registration. The Chairperson also acts as an advisor to the Inter-Honorary Association and its projects which include the Graduate School Program and the Tutorial Board. The Chairperson must act as a liaison between faculty and students in matters of academic concern.

Position: Legislative Action Chairperson

The Legislative Action Chairperson shall call and preside over all meetings of the Legislative Action Committee. The Committee concerns itself with all lobbying efforts on legislative, political and community concerns that affect the college as a whole. The Chairperson is the official representative of the SGA to the Virginia Student Association (VASA). The Chairperson shall appoint a Vice Chairperson and a Secretary to the committee. The Chairperson also appoints the Chairpersons of the standing subcommittees of the Committee. The Legislative Action Committee represents the student body interests nationally in Washington, D.C., on a state level to the Virginia General Assembly in Richmond, Virginia, and on a local level to the Fredericksburg City Council and the administration of the College.

Position: Honor Council President

The Honor Council President shall be the official representative of the Student Government Association in all matters relating to the Honor System, and shall communicate developments of the Honor System to the Cabinet members so that they may be well informed of any relevant issues. This time may also be used as a forum for discussion regarding matters concerning the Honor Code. The President shall preside over all Honor Council Hearings, in a non-voting capacity. The President is responsible for coordinating all Honor trials and for maintaining records of all Honor Council proceedings. The President has full voice and vote on the Executive Cabinet. (Please also see the Honor Council Constitution.)

Position: Commuting Student Chairperson

The purpose of this position includes representing the commuting students to the SGA, the student body, and the Fredericksburg community. The Commuting Student chairperson shall provide an effective means of communication between the above mentioned groups, and shall assimilate the commuting students into the mainstream of Mary Washington campus life through activities. The Commuting Student Chairperson shall be a full time commuting student voted on by the entire student body and shall have full voice and vote in Executive Cabinet. The Commuting Student Chairperson shall appoint a vice chair, secretary/treasurer, and honor contact. The chair, vice chair, and secretary/treasurer shall be the Executive Council. The chair, with approval of the Executive Council, shall appoint five (5) sub-committee chairpersons for the following areas: Finance, Intramurals, Newsletter, Publicity, and Social Activities.

Position: Executive Coordinator

The Executive Coordinator is appointed in the spring of the year by the newly elected Student Government Association President. The Executive Coordinator shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The Executive Coordinator is responsible for all publicity of SGA sponsored events and helps out in any possible way the endeavors undertaken by the other members of the Executive Cabinet. The Executive Coordinator serves as a member of the College Program Board representing the SGA President with full voice and vote. The Executive Coordinator shall work with the Senate Publicity Committee whenever necessary. The Executive Coordinator is also responsible for the SGA Refrigerator Rental Program, the Freshman Record, and the SGA Newsletter.

Position: Treasurer

The Treasurer is appointed in the spring of the year by the newly elected SGA President with the approval of the new Executive Cabinet. The Treasurer shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The Treasurer is responsible for the effective, timely and accurate bookkeeping of all monetary transactions in the Executive Cabinet. The Treasurer is also responsible for handling the Emergency Student Loan Program and SGA Express, the check-cashing program.

Position: Secretary

The Secretary is appointed in the spring of the year by the newly elected SGA President with the approval of the new Executive Cabinet. The Secretary shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The Secretary is responsible for the accurate recording of the minutes of the Executive Cabinet meetings. The Secretary shall serve as SGA representative to the Board of Publications and Broadcasting.

Section 7. The Executive Cabinet shall during the summer formulate, organize and clearly state in writing the SGA goals, policies and procedures for the upcoming administrative year. It should be complete by the beginning of the year to guide the new administration.

Section 8. The Executive Cabinet shall meet once a week on a day and time agreed upon by the Cabinet. Attendance of all Executive Cabinet members shall be mandatory. Any excuses should be cleared with the SGA President prior to the meeting.

Section 9. In case of the removal of the SGA President from office or his/her resignation or inability to discharge his/her duties, the powers and duties of the office shall devolve to the SGA Vice President. In

case of the removal of the SGA Vice President from his/her office, the powers and duties shall devolve temporarily to the Vice President of the Senate. In case of the removal of the Judicial Chairperson, Academic Affairs Chairperson, Legislative Action Chairperson from office, the powers and duties shall devolve temporarily to the respective Vice Chairpersons. A campus wide election shall immediately be held by the Senate Rules and Procedures Committee for the purpose of electing successors to the vacant offices.

Section 10. The rules contained in Robert's Rules of Order Newly Revised, shall govern the Executive Cabinet in all cases to which they are applicable and in which they are not inconsistent with the Student Government Association Constitution.

Section 11. No member of Executive Cabinet may temporarily appoint another student to his/her position, if not already provided for in the Constitution.

Article VII: Legislative Department (Student Senate)

Section 1. All legislative powers herein granted shall be vested in one legislative body, a Student Senate.

Section 2. The Senate shall have the responsibility to legislate with regard to all issues of student concern. It shall require a majority of the membership of the Senate to approve any legislation before the Senate. Any legislation approved by the Senate shall be presented to the Executive Cabinet by the President of the Senate for approval or veto. The Executive Cabinet shall approve or veto any legislation enacted by the Senate within two weeks of its enactment. The Senate may only by the vote of at least two thirds of its membership override a veto of the Executive Cabinet.

Section 3. The Vice President of the Student Government Association shall be President of the Senate and the official spokesperson of the Senate. The President of the Senate shall call and preside over all meetings of the Senate and shall have no vote, except to decide a tie vote.

Section 4. The President of the Senate shall call and preside over all meetings of the Board of Senate Officers. The Board shall consist of the Secretary/Treasurer, Parliamentarian, Vice President of the Senate and the Co-chairpersons of the seven standing committees of the Senate, as well as ad-hoc committee chairpersons that may be added throughout the year. The members of the Senate Board of Officers have full voice and vote in meetings of the Senate as a whole. The specific areas of duties and responsibilities of each of the members of the Board of Senate Officers shall be as follows:

Position: Vice President of the Senate

The Vice President of the Senate shall assume the powers and duties of President of the Senate in his/her absence. The Vice President shall attend all Board meetings and have full voice and vote. The Vice President must be a Senator and shall be elected by his/her fellow Senators during the third meeting of the Senate in the Fall and hold no other office. The Vice President shall be responsible for supervising the attendance of the Senators and for insuring that each of the residence halls small houses, and commuting students are represented by the required number of Senators. The Vice President shall work with the Special Projects Committee on special occasion events and Publicity Committee on special events as well as help out in any possible way the endeavors undertaken by other members of the Board of Senate Officers.

Position: Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Board of Senate Officers and serve as a member with full voice, but non-voting. The Secretary/Treasurer is responsible for the accurate recording of the minutes as well as the efficient, expedient distribution of the minutes of the meetings of the Board of Senate Officers. The Secretary/Treasurer is also responsible for the effective, timely, and accurate recording of all monetary transactions of the Board of Senate Officers, as well as the Senate itself. (NOTE: The President of the Senate may at any time, exercise the option of appointing two individuals to carry the duties of the office outlined.)

Position: Parliamentarian

The Parliamentarian shall attend all meetings of the Board of Senate Officers and serve as a member with full voice, but non-voting. The Parliamentarian is the authority on Parliamentary procedure in

the Senate. The Parliamentarian not only acts as an advisor to the President of the Senate, but also as an advisor to the Rules and Procedures Committee whenever necessary.

Committee: Rules and Procedures

The co-chairpersons of the Rules and Procedures Committee are responsible for handling or advising all campus-wide elections, as well as smaller group elections. The Committee works with the Legislative Action Committee whenever necessary. The Committee is the official interpreter of the Student Association Constitution, but the final interpretation shall come before the Senate and Executive Cabinet. The Committee reviews, revises, and edits all Rules and Procedures concerning the Student Government Association Constitution with the Senate's and the Executive Cabinet's final reading and approval. The Committee is also responsible for the Campaign Rules and is the official supervisor of the election, the results and any disputes that may arise.

Committee: Publicity

The co-chairpersons of the Publicity Committee are responsible for all publicity of the Board of Senate Officers, as well as all the Committees of the Board of Senate Officers. The Committee also is responsible for any publicity of the SGA as a whole. The Committee works with the Executive Coordinator and College Programming Board whenever necessary for any publicity. The Committee is responsible for the efficient and timely updating of all campus bulletin boards, including the Ride Board.

Committee: Student Opinion

The co-chairpersons of the Student Opinion Committee are responsible for gathering information, formulating, distributing, retrieving all campus-wide polls and spot polls, in order to survey the student body's opinion on various issues. The Committee works closely with the Senators themselves and the distribution and the retrieving process. The Committee also conducts the annual evaluation of the Senators by their constituents as well as the evaluation of the Board of Senate Officers and the President of the Senate ("VOTE OF CONFIDENCE").

Committee: Special Projects

The co-chairpersons of the Special Projects Committee are responsible for bringing events of varying interest to the student body. The committee organizes special events for the holiday season and throughout the year. The committee organizes special parties, dinners, and functions of the Senate and Student Government Association. The committee works with the Vice President of the Senate in relation to these functions whenever appropriate. The committee works with the community through service, and special projects, and the committee as a whole as the SGA representative to the community.

Committee: Student Welfare

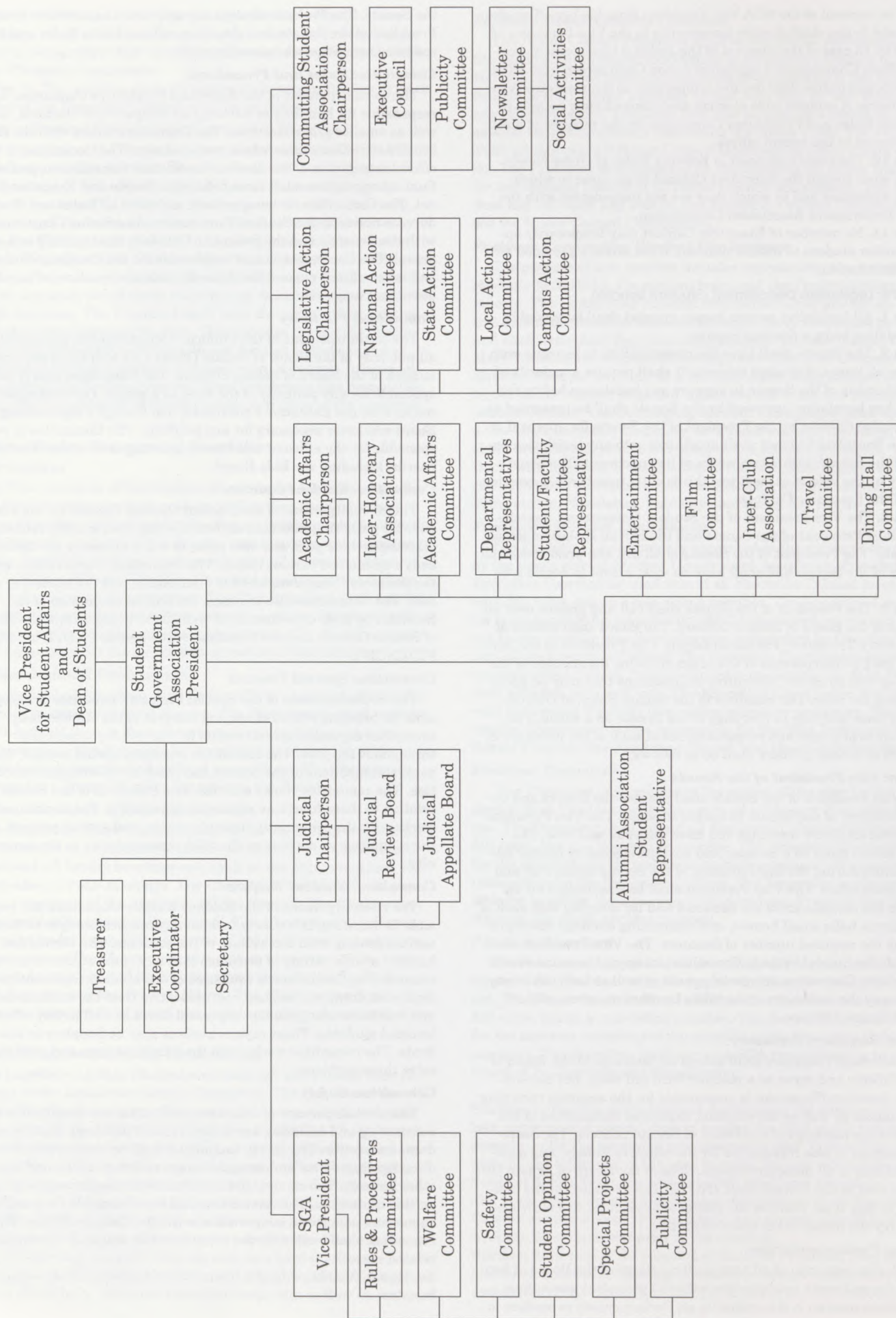
The co-chairpersons of the Student Welfare Committee are responsible for handling in a timely fashion any concern brought to their attention dealing with the welfare of the students. The Committee handles a wide variety of problems that any of the students may encounter. The Committee is composed of one student representative from each dorm, one student representative from the small houses, and four commuting student representatives as well as any other interested students. These representatives may be Senators or students. The committee works with the administration and staff to solve these problems.

Committee: Safety

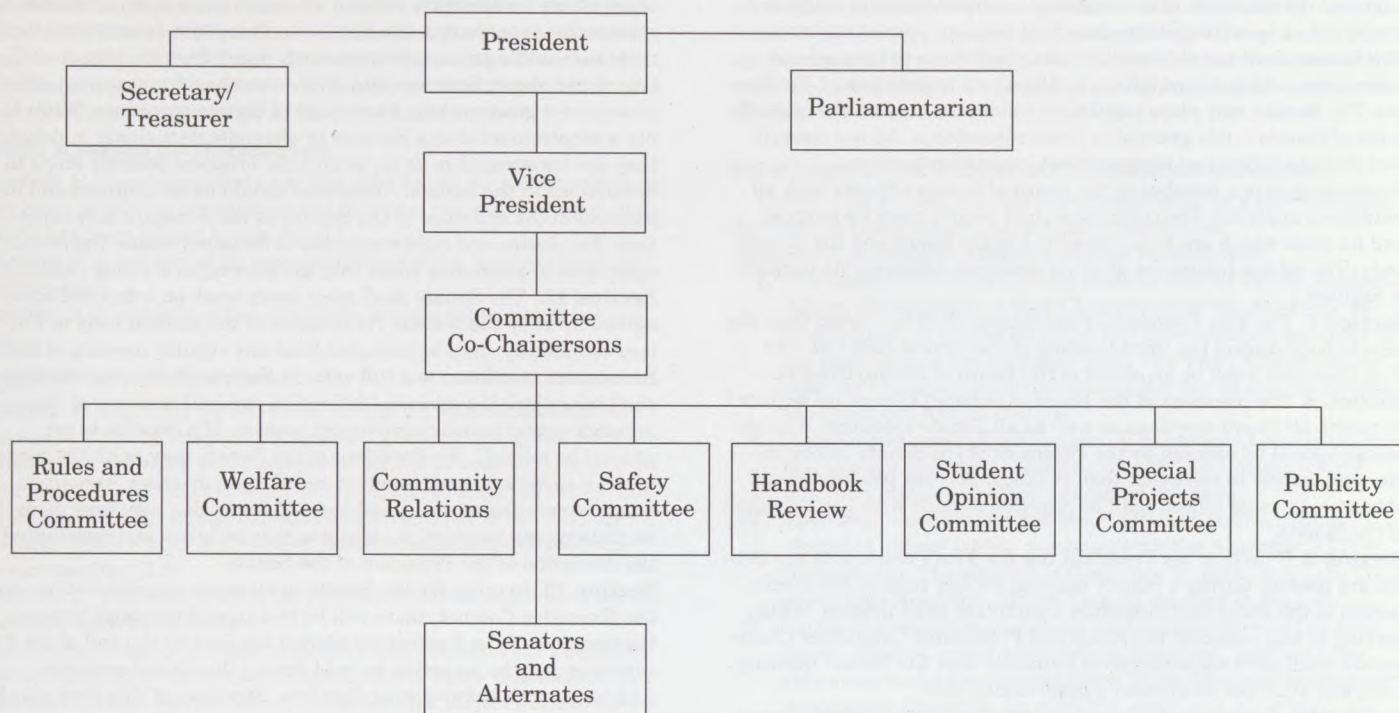
The co-chairpersons of the safety committee are responsible for monitoring and handling any safety related problems that the students encounter. The safety committee shall be responsible for handling lighting, water problems, drainage, walkway safety, and various other hazards. The campus fire marshal shall also serve as a member on this committee. The committee shall be responsible for handling the escort service in cooperation with the College Police. The committee shall work with the administration and staff to solve safety related issues.

Section 5. Membership of a committee of the Senate may consist of Senators as well as any other interested students, all of whom shall

Student Government Association Organizational Chart

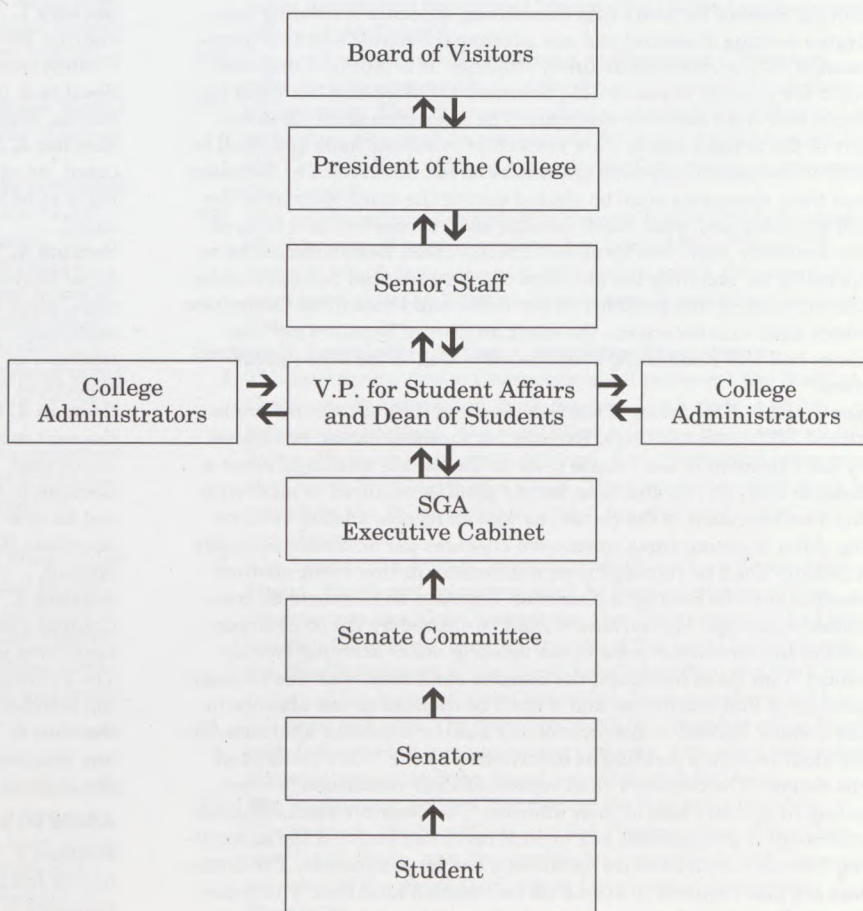


Student Government Association Senate Organizational Chart



Flow Chart For Effecting Change Through the Student Government Association

Students proposing a change in a policy/procedure/condition should bring the proposed change to their Senator. The Senator then brings a motion for this proposal to Senate. The proposal is discussed by the Senators, voted on, and is either passed or vetoed. Motions that are passed are taken to the Student Government Association Executive Cabinet for discussion and are approved or vetoed. Approved motions are taken by the appropriate Senate Committee Co-Chair or Executive Cabinet Member to the Dean of Students. The Dean of Students will route the student to the appropriate administrator for discussion/approval/disapproval. The administrator will discuss the request with the Dean of Students. The Dean of Students will then take the motion/request to Senior Staff for discussion/approval/disapproval. Approved motions/requests will be taken to the President for approval/disapproval. The SGA President, acting as the student representative to the Board of Visitors, shall inform the Board of Visitors of policy changes that are being discussed/proposed.



be entitled to have full voice and vote within the committee. Each Senator must belong to at least one Senate committee.

Section 6. The Senate may form at anytime ad-hoc committees to augment the activities of the standing committee(s) or to study and investigate a specific problem area that requires special attention. The Senate shall not abridge the right of students to form ad-hoc committees which do not fall under the direct jurisdiction of the Senate. The Senate may place regulatory conditions only on the expenditures of Senate funds granted to these committees. Ad-hoc committees shall be defined as impermanent committees, whose chairperson(s) is a member of the Board of Senate Officers with all conditions applying. The committee shall clearly state its purpose and its goals which are to be submitted to the Board and the Senate body. The ad-hoc committee shall be dissolved whenever its purpose is fulfilled.

Section 7. The Vice President of the Senate shall be elected from the Senate body during the third meeting of the Senate each fall. The Vice President shall be an officer of the Board of Senate Officers.

Section 8. The members of the Board of Senate Officers are required to attend all Board meetings as well as all Senate meetings. Any absences should be excused by the President of the Senate before the meeting occurs. In the event that an officer accrues two unexcused absences, the said officer shall be required to meet with the President of the Senate.

Section 9. If neither the President nor the Vice President of the Senate are present during a Senate meeting for any reason, the Chairperson of the Rules and Procedure Committee shall preside. While serving in this capacity, the Rules and Procedures Committee Chairperson shall have administrative authority over the Senate meeting only, and shall not be allowed a tie-breaking vote.

Section 10. A Senator shall meet the requirements of being in good academic standing and attending a mandatory Senate workshop. Each residence hall shall have at least one Senator notwithstanding the number of residents in said residence hall. Each residence hall containing more than fifty students shall be represented by one Senator from each district of fifty students and one additional Senator when an increment of fifty is exceeded by thirty students. All the required commuting Senators shall be elected. There shall be one commuting Senator for every fifty commuting students (excluding non-degree seeking students) and one additional Senator when an increment of fifty is exceeded by thirty students. It is required that one-third the number of commuting Senators act as alternates. Each residence hall shall elect one alternate. The alternates shall fill in for any of the Senators from their respective residence halls and shall be held to the same conditions and duties as the Senators. The Senators and their alternates shall be elected during the third Monday of the fall semester each year. Each Senator shall be elected for a term of one academic year. The Resident Director/Head Resident shall be responsible for handling the elections of the residential Senators under the supervision and guidance of the Rules and Procedures Committee which shall also determine the exact number of Senators per residence hall and commuting students according to the above guidelines.

Section 11: The duties of the Senators and their alternates are to attend all Senate meetings. Excuses for absences should be cleared by the President of the Senate prior to the Senate meetings. After a Senator accrues two absences, he/she shall be required to meet with the Vice President of the Senate as well as receive a letter of warning. After accruing three unexcused absences per academic semester a Senator shall be removed from the Senate. In this event another election shall be held for a successor. Senators shall attend all committee meetings. Any excuses should be cleared by the co-chairpersons of the committee prior to the meeting. After accruing two absences from these meetings, the Senator shall meet with the co-chairpersons of that committee and it shall be counted as one absence in the Senate. Excessive absences of any kind or excessive alternate fill-ins shall require a meeting as determined by the Vice President of the Senate. The Senators shall represent their constituent's viewpoints to the very best of their abilities. The Senators shall establish and monitor a suggestion box in each residence hall and the commuting Senators shall likewise establish a box for commuters. The Senators are also required to attend all hall council meetings. The Senators shall post all Senate minutes in the residence hall and as com-

muting Senators shall post the minutes for commuters. They should maintain active contact with their constituents and be aware of issues to cast informative votes in Senate. This rule shall not apply in cases where an alternate Senator or authorized voting substitute representative is present in the Senator's place, or in cases where legitimate extenuating circumstances exist. Apart from the responsibilities stated above, Senators and alternates should make every effort to acquire a good working knowledge of Senate procedure. While it is not a requirement that a Senator or alternate participate in debate, they are encouraged to do so, to give the broadest possible scope to discussions in the Senate. Alternates should be as informed and interested in the activities of the Senate as the Senators they represent. The duties and rights accorded to Senators within the Senate apply also to alternates when they are serving in a voting capacity.

Section 12. The Senate shall meet every week on a day and time agreed upon by the Senate. No member of the student body or College community shall be excluded from any regular meeting of the Senate and is entitled to a full voice in Senate. No Senate meeting shall take place if a quorum (defined as one-half plus one of the Senate's voting membership) is not present. If a quorum is not present at roll call, the President of the Senate may, with the consent of the members present, conduct an informal meeting. Announcements, committee reports, and general discussion may take place, but no motions can be voted on. Minutes may be taken and distributed at the discretion of the President of the Senate.

Section 13. In order for the Senate to measure communications with the Executive Cabinet, there will be two special meetings between the Senate and the Executive Cabinet; the first by the end of the first semester and the second to be held during the second semester within a month before spring elections. Meetings of this kind may be requested by either the Executive Cabinet or the Senate throughout the year.

Section 14. The rules contained in Robert's Rules of Order Newly Revised shall govern the Senate in all cases in which they are applicable and in which they are not inconsistent with the Student Government Association Constitution.

Article VIII: Judicial Department

Section 1. All judicial powers herein granted shall be vested in the Judicial Review Board, the Judicial Appellate Board, and the Judicial Chairperson.

Section 2. In all judicial matters under consideration by student review boards, students shall have the right to due process.

Section 3. An open hearing shall be held at the request of the accused. As many people as can safely sit in the area in which the hearing is to be held may attend the hearing at the request of the accused.

Section 4. The Campus Judicial Chairman shall preside over the Judicial Review Board, which shall be composed of twelve representatives, three from each of the four classes. The representatives of the sophomore, junior, and senior classes shall be elected in the second semester of the academic year. The representatives of the freshman class shall be elected in the first semester of the academic year.

Section 5. Members of the Judicial Review Board shall serve until the next installation of officers in the second semester of the academic year.

Section 6. As a matter of right any student brought before the Judicial Review Board may appeal a decision of the body to the Judicial Appellate Board which conduct a plenary hearing on all such student appeals.

Section 7. The Judicial Appellate Board shall be composed of the Campus Judicial Chairperson (presiding) and three Judicial Representatives who have not heard the case, all with equal voice and vote. The Judicial Vice Chairperson will chair the Board, but will be a voting member.

Section 8. The Judicial Chairperson will have the power to recall any representative who does not meet the requirements set forth by the Judicial Review Board.

Article IX: Recall

Section 1. Any student official may be recalled by his/her constituency if he/she has failed to perform satisfactorily the duties of, or uphold the standards of the office.

Section 2. The following recall procedure shall be utilized unless it is contradictory to the means of recall as set forth in the constitution of the particular group considering the question.

Section 3. Upon petition of twenty percent of the electorate for said office to the Rules and Procedures Committee, the question of recall shall be considered before the electorate. Two-thirds of the electorate must vote in favor of recall in order for the motion to be carried and a student official to be recalled by his/her constituency.

Article X: Repeal and Referendum

Section 1. The student body has the right to call for a referendum on any issue within its jurisdiction and to repeal any piece of legislation which has been passed by the Senate.

Section 2. A petition of 10 percent of the student body shall call for the question.

Section 3. A majority of the electorate is required to repeal legislation.

Article XI: General Provisions

Section 1. Eligibility for any office within the Student Government Association shall be dependent upon a 2.2 cumulative grade point average to run for office and the achievement of at least a 2.0 semester average for each semester while in office, a good social standing, and a full-time student status throughout the tenure of office. Any appointed offices within the Student Association shall be of good academic standing (2.0).

Section 2. The oath of office for all elected representatives of the Association shall be as follows:

I do hereby solemnly promise to support and maintain the Constitution of the Student Government Association of Mary Washington College, and I pledge my best efforts to the efficient performance of the duties of _____ of this Association to which I have been elected.

Article XII: Bill of Rights

The following rights shall be the standards by which the Student Government Association shall formulate and conduct its policies.

Section 1. Statement of Non-Discrimination The Student Government Association shall not discriminate against, nor tolerate any discrimination of, any member of the Mary Washington College community on the basis of race, color, religion, physical or mental disability, national origin, political affiliation, marital status, sex, sexual orientation, or age.

Section 2. The right of students to be secure in their persons, houses or living quarters, papers, and effects against unreasonable searches and seizures shall not be violated by any student.

Section 3. No student in any student judicial case shall be compelled to be a witness against himself or herself nor shall he or she be deprived of liberty, social, or student status without due process. No disciplinary sanctions shall be imposed by the student judiciary on any student without notice to the accused of the nature and cause of the charges and a fair hearing, which shall include confrontation of witnesses against him or her. The accused shall have the right to a speedy and public trial, to have ample time to obtain witnesses in his or her behalf and to have the assistance of counsel for his or her defense.

Section 4. Clubs may be established for any legal purpose consistent with the policy of the College. Any such organization shall not be denied membership into Inter-Club Association, should it desire it, without justifiable reason.

Section 5. The student media is to be free of censorship. Student media editors and managers shall not be arbitrarily suspended by the Student Government Association because of disapproval of editorial policy or content registered by members of the student body, faculty, administration, alumni, or community. This freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the FCC.

Article XIII: Amendments

An amendment to this constitution may be proposed by the Executive Cabinet, Board of Senate Officers, by a Senator through a motion in the Senate, or upon petition of ten percent of the student body to the Senate. The amendment shall then be handled by the Senate Rules and Procedures Committee. The Committee shall be responsible for

posting the proposed amendment in each of the residence halls, making it available to the commuting students, and or publishing it in at least one issue of the campus-wide newspaper. Afterwards the amendment shall be voted upon in the Senate. If passed by two-thirds of the Senate, the amendment must be presented to SGA Cabinet for approval or veto. The amendment will become effective if then passed by a majority of the students voting in the next campus-wide election.

THE BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION

The By-Laws of the Student Association shall be a supplement to the Student Government Association Constitution.

Section 1. Academic Affairs Council Procedures

- I. The Academic Affairs Council shall be chaired by the Academic Affairs Chairperson. A Vice Chairperson of the Academic Affairs Council is elected by his or her fellow council members at the beginning of the academic year. The Vice Chairperson assists the Chairperson in monitoring the day-to-day operations of the Academic Affairs Council.
- II. Voting membership shall include all department representatives and student members of student/faculty committees. Other members include all other interested students.
- III. Four students from the Academic Affairs Council shall be elected to attend faculty meetings with the Academic Affairs Chairperson. The election of these four students will take place at the first Academic Affairs Council meeting in the fall.
- IV. During the second semester, an ad-hoc committee of the Academic Affairs Council will study applications, conduct interviews and make recommendations to the Student Government Association President for students interested in serving on a student/faculty committee. The Chairperson shall be responsible for organizing "Advice to New Students Night."
- V. All members of the Academic Affairs Council shall attend all meetings of the Council. Excuses for absences should be cleared by the Chairperson prior to the meetings.
- VI. The Academic Affairs Chairperson shall be responsible for bringing important issues to the attention of the Student Government Association Executive Cabinet. The Cabinet may veto any action of the Council.
- VII. The Academic Affairs Chairperson shall appoint a Secretary, who shall be responsible for recording all minutes for all Council meetings. The Chairperson shall also appoint a Publicity Coordinator, who shall be responsible for any publicity needed for the Council. Both of these positions shall be voting members of the Council.
- VIII. The rules contained in Robert's Rules of Order Newly Revised shall govern all meetings of the Academic Affairs Council in all cases in which they are applicable and in which they are not inconsistent with the Student Government Association Constitution.

Section 2. Legislative Action Committee Procedures

- I. The Legislative Action Committee shall represent the Student Government Association in all campus, local, state, and national organizations. The committee concerns itself with all lobbying efforts on legislation, political, and community concerns that affect the College as a whole. The Committee shall work to represent the views and interests of the student body on any issue of concern.
- II. The Legislative Action Committee shall have an Executive Board. The Board members shall be the Legislative Action Chairperson, the Vice Chairperson, the Chairperson of the Campus Sub-Committee, the Chairperson of the Local Sub-Committee, the Chairperson of the State Sub-Committee, and the Chairperson of the National Sub-Committee. Each member shall have full voice and vote. The Secretary shall be a member of the Board with full voice but in a non-voting capacity. Any other interested students may attend the Board meetings with full voice.
- III. The Legislative Action Chairperson shall appoint the Vice Chairperson, the Secretary, and the Chairpersons of the Campus, Local, State, and National Sub-Committees, with the concurrence of the incoming Student Government Association President.

- IV. The Vice Chairperson shall serve as Chairperson in his/her absence. The Vice Chairperson shall be responsible for working with the Sub-Committee Chairpersons. The Vice Chairperson shall also assist in the day-to-day operations of the Committee and in any other areas designated by the Chairperson.
- V. The Chairperson of the National Sub-Committee shall be responsible with the Sub-Committee for handling all issues of concern on a national level. The Chairperson of the State Sub-Committee shall handle all issues of concern on a state level. The Chairperson of the Local Sub-Committee shall handle all issues of concern on a local level. The Chairperson of the Campus Committee shall handle all issues of concern on a campus level, working in cooperation with the Vice Chairperson and report directly to the Chairperson.
- VI. Any member of Legislative Action Committee may be removed by the Chairperson with the concurrence of the Student Government Association. The SGA Executive Cabinet may veto any action of the Legislative Action Committee.
- VII. The rules contained in Robert's Rules of Order Newly Revised shall govern all meetings of the Legislative Action Committee in all cases in which they are applicable and in which they are not inconsistent with the Student Government Association Constitution.

Section 3. Commuting Student Association Procedures

See Commuting Student Association Constitution

Section 4. Honor Council Procedures

See Honor Council Constitution

I. QUALIFICATIONS:

1. All candidates must have a 2.2 CUMULATIVE GRADE POINT AVERAGE to run for an office.
2. a. All candidates are required to attend one mandatory workshop. If it is not feasible for a candidate to attend, he/she must get in touch with the Chairperson of the Senate Rules and Procedures Committee no later than twenty-four (24) hours before nominations.
- b. Nomination by petition may be accomplished if a student submits a petition in support of his or her nomination, which has been signed by ten percent (10%) of the student body, to the Rules and Procedures Committee Chairperson within 24 hours of the closing of nominations.

II. REGULATIONS:

1. a. A limit of \$50 is hereby established on campaign expenditures and donations. All materials used in publicizing the campaign are subject to "Fair Market Value System." Campaign donations are only to be made by members of the Mary Washington College Community.
- b. All candidates must submit their campaign expenditures including receipts and list of donations to the Chairperson of the Rules and Procedures Committee within 24 hours after the final election. The list of donations should include name of donor, amount and date of donation. The list of purchases should include store where purchased, amount and date of purchase.
2. a. There is a 30 piece limit on material that can be posted on campus or in buildings (this includes posters or any other posted material).
- b. Fliers on Seacobeck tables must be limited to one flier per table and are not counted as part of the 30 piece limit.
- c. All campaign material attached to fronts of buildings must be of oil-cloth or other suitable fabrics and must be strung or wired to the building. **NO CAMPAIGN MATERIAL MAY BE ATTACHED TO OR STRUNG FROM TREES OR LAMP POSTS.** No campaign material is allowed in or on academic buildings, Seacobeck building (with exception of fliers) or post office area.
3. The Bullet may be used as campaign material with the ad being placed at your own expense.
4. Campaigning over the public address systems of the College is not permitted (i.e.: electronic message board in campus center, residence halls PA system, mass mailings).
5. Buttons may be unlimited in number and **MUST** be worn on the person.

6. Each candidate is required to submit a one-page typewritten qualification platform sheet to the Rules and Procedures Chairperson. It will be copied and distributed for posting in the Woodard Campus Center, polling places and residence halls.
7. No candidate may use endorsements in their campaign from the Student Government Association Officers presently in office. Any candidate running for the office Legislative Action Chairperson cannot use endorsements by local, state, or national politicians or by a specific party because of the nature of the office.

III. RESTRICTIONS:

1. **NO ONE IS ALLOWED TO RESERVE BANNER SPACES.** No one is allowed to drop a banner until the nomination period for all offices has been closed.
2. Loitering or campaigning, on the day of preliminary and final voting, is not allowed within the Woodard Campus Center where voting is taking place. All campaign material in this area must be removed before final voting begins.
3. Any deliberate attempt by the candidate or his/her supporters to disqualify another candidate will result in the disqualification of the first mentioned candidate.
4. All campaign material, for all candidates must be taken down 48 hours after the final election announcements. There will be a \$5 fine per day for all material not taken down within this period. Any candidate whose fine exceeds \$15 shall be required to appear before the Rules and Procedures Committee. If the offender is the new office holder, it shall be the committee's responsibility to decide if disqualification is in order. This decision shall then be presented to the Senate for approval.

IV. SPECIAL NOTES:

1. If any election is to be contested, a formal written complaint must be made to the Chairperson of the Rules and Procedures Committee within 24 hours after the election results are announced. A decision shall be rendered by the Rules and Procedures Committee within 48 hours after the complaint has been filed.
2. Noncompliance with any of the above rules will result in the disqualification as determined by the Rules and Procedures Committee. The decision will be presented to the Senate for approval. Any appeal will be brought before the Board of Senate Officers.
3. Exceptions to any of the above rules for any election must be approved by the Rules and Procedures Committee.

Section 5. Student Government Association Standing Committees

STUDENT REPRESENTATIVE, ALUMNI ASSOCIATION BOARD OF DIRECTORS

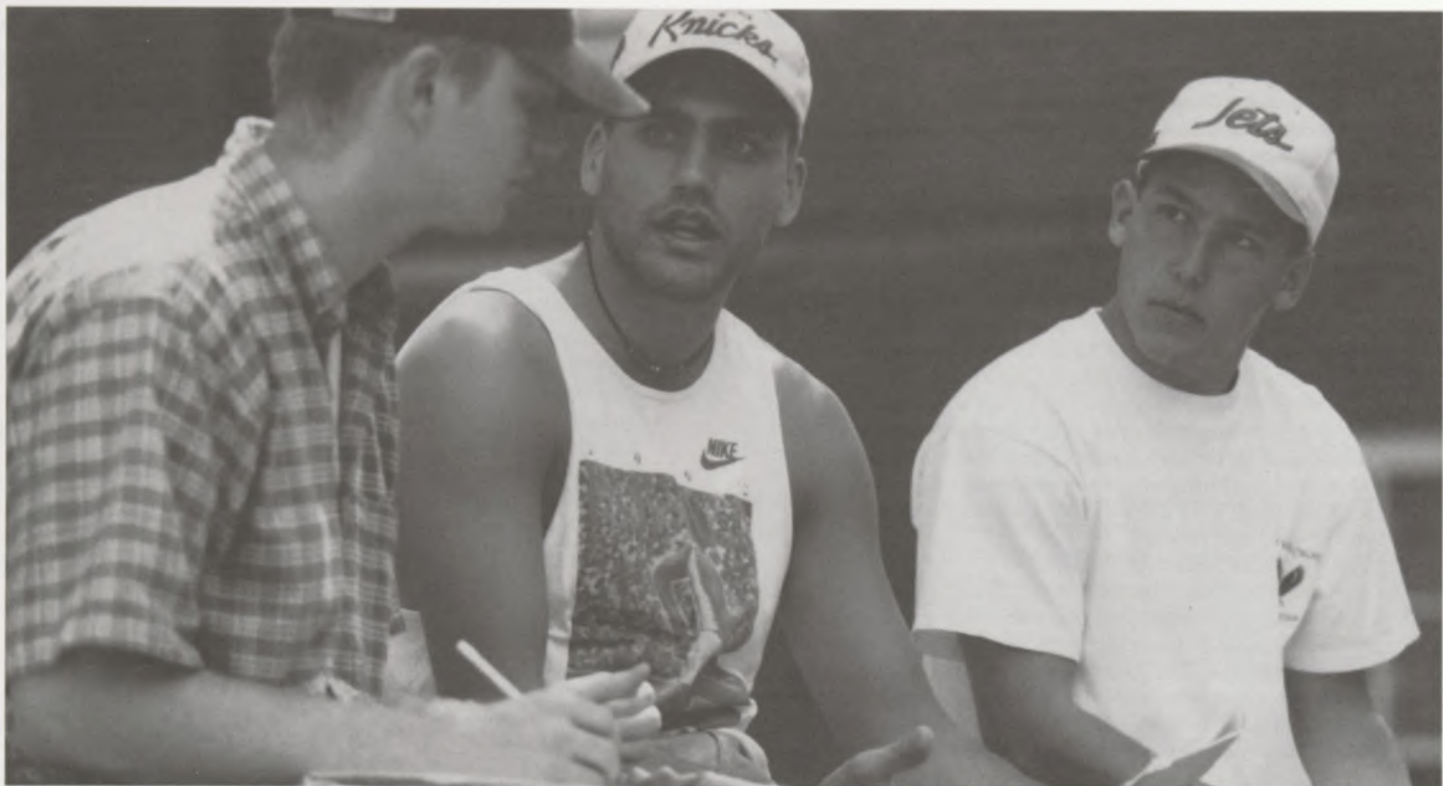
The Student Representative communicates information on the activities and interests of current students to the Board of Directors and helps promote student involvement in alumni activities.

The Student Representative is a member of the rising sophomore or junior class and is appointed by the President of the Alumni Association in consultation with staff and the President of the Student Association. He or she serves a two-year term beginning July 1 of even-numbered years. The Student Representative also serves on the Student-Alumni Relations Committee.

Under the auspices of the Mary Washington College Alumni Association, the Student-Alumni Relations committee works to increase student and recent graduate involvement in and awareness of alumni activities. The committee chair is a member of the Alumni Association's Board of Directors. Committee members are appointed by the chair and serve as student representatives and volunteers for various alumni and development functions such as Family Weekend, Fall Homecoming, the phonathon, alumni chapter events, Junior Ring Reception, Senior Toast and Reunion Weekend. Students interested in becoming members of the committee are encouraged to contact the Office of Alumni Programs.

DINING HALL COMMITTEE

The Dining Committee is used as a forum for student input on dining hall issues and related concerns. The chairperson of this committee is appointed by the President of the College, with recommendations from the Student Government Association president.



ENTERTAINMENT COMMITTEE

The Entertainment Committee's principal function will be to bring popular concerts, comedy acts, dances, and other forms of entertainment to the campus to benefit the social life of the College and the community. The Chairperson of the Entertainment Committee is appointed by the Student Association President in the spring. The term of the office shall be for one academic year. The Chairperson shall work in cooperation with the Associate Dean of Student Activities whenever possible. The Chairperson shall appoint a Vice Chairperson and a Secretary/Treasurer from the committee members. The Committee shall be composed of four (4) representatives from each class. These representatives shall be elected through the Senate in the fall semester. The Committee may form Sub-Committees if necessary to carry out its purpose. This committee shall receive funding from the Student Finance Committee.

FILM COMMITTEE

The Film Committee's principal function will be to bring a wide variety of films to campus to benefit the social life of the College and the community. The Chairperson shall be appointed by the SGA President in the spring. The term of the office shall be one academic year. The committee shall be composed of four (4) representatives from each class, elected through the Senate in the fall of the year. The Chairperson shall appoint a Vice Chairperson and a Secretary/Treasurer from the Committee. The Vice Chairperson shall serve as Chairperson in his/her absence, help with day-to-day operations, and work with the Associate Dean of Student Activities whenever appropriate. The Secretary/Treasurer shall be responsible for the efficient recording and distribution of the minutes and the bookkeeping of the committee. The Committee may form sub-committees if necessary to carry out its purposes. This committee will receive funding from the Finance Committee.

INTER-CLUB ASSOCIATION (ICA)

The purpose of the Inter-Club Association is to coordinate an overall program of organizational activities for all members of the Association. The Association shall act as an agency for discussion of problems or concerns between its members. The Association shall assist in the development of new organizations to meet the student body's needs, and to officially recognize new clubs. The Chairperson shall be appointed by the SGA President in the spring of the year. The term of office will be for one academic year. The Association shall be com-

posed of one delegate from each of the recognized clubs, at the meetings held each month during the academic year. The Chairperson shall appoint a Vice Chairperson, to assist the Chairperson in the day-to-day operations of the Association. The Chairperson shall also appoint a Secretary/Treasurer, who shall record and distribute the minutes of all meetings and bookkeeping, as well as assisting the Chairperson whenever necessary. The Association shall work in cooperation with all organizations to carry out its purposes.

STUDENT HONOR ADVISORS

The purpose of the Student Honor Advisors is to insure due process, as well as fair and efficient discipline at Mary Washington College. The Advisors provide appropriate counsel, referral, and advice to the student body. Each student of Mary Washington College is entitled to full defense in the event that he/she is charged with a violation(s) of any of the following: Honor Code, Judicial, College regulations and rules, and Student Association regulations and rules. The Student Advisor Coordinator shall be appointed by the Honor Council President in the spring. (See Article II, Section 5, of the Honor Constitution.) The term of the office shall be for one academic year.

TRAVEL COMMITTEE

The Travel Committee's principal function will be to plan, organize, arrange, and carry out various campus-wide trips. The Chairperson shall be appointed by the SGA President in the spring. The term of the office shall be for one academic year. The Committee shall be composed of two (2) representatives from each class, elected through the Senate in the fall of the year. The Chairperson shall work with the SGA to carry out its purposes. This committee shall receive funding from the Finance Committee.

Section 6. Student Government Association Services REFRIGERATOR RENTAL PROGRAM

The Refrigerator Rental Program is administered by the SGA Executive Coordinator for the use of Mary Washington College administration, faculty and students in need of a refrigerator. A security deposit and fee are both required for the academic year.

STUDENT RIDE BOARD

The purpose of the Student Ride Board is to bring together those students in need of a ride and those students willing to provide rides. The purpose of the Board is to alleviate transportation problems students may encounter when leaving and returning to College on breaks during the academic year. The Board shall be maintained by

the Senate Publicity Committee. The Board is located in the Campus Center.

TUTORIAL BOARD

The purpose of the Tutorial Board is to provide a listing of those students who are qualified to tutor in various academic subject areas. The Board is maintained by the Inter-Honorary Association in cooperation with the Academic Affairs Chairperson.

Section 7. Other Committees Related to the Student Association

ASSOCIATION OF RESIDENCE HALLS (ARH)

The purpose of the Association of Residence Halls is to establish relations, resolve problems, and provide support as well as information between each of the residence halls. The Association shall sponsor social and educational events that are beneficial to the College and the community. The Association shall elect a President, Vice President, and Secretary Treasurer in the spring of the year. The term of office shall be for one academic year. The Membership shall consist of each of the Presidents of the residence halls on campus. The Association shall work in cooperation with all other organizations to carry out its purposes.

INTER-HONORARY ASSOCIATION (IHA)

The purpose of the Inter-Honorary Association is to promote scholarship, coordinate activities among honor societies and honoraries, assist in the promotion of these activities and to recognize new honor societies and honoraries. The Association shall coordinate between the honor societies and honoraries, facilitating the purpose of undertaking various projects of academic interest to the college. The Academic Affairs Chairperson shall call and preside over the first meeting of the fall semester, to elect the Chairperson, Vice Chairperson and Secretary/Treasurer of the Association. The term of office shall be for one academic year. The Association shall be composed of the Presidents of all of the recognized honor societies on campus, the SGA Academic Affairs Chairperson and the Associate Dean for Academic Services. The Association shall meet each month during the academic year. The Association shall provide in cooperation with the Academic Affairs Council students for the Tutorial Board. The Association shall undertake various projects of academic interest to the College and the community.

Constitution Finance Committee

The MWC Finance Committee receives part of the Comprehensive Fee from the Vice President for Business and Finance and allocates these funds to various recognized student organizations. In addition, the committee is responsible for reviewing the financial status of any of these organizations as the Committee deems necessary.

Article I: Duties

- §1.1 The Committee shall be responsible for the allocation of a portion of the funds from the Comprehensive Fee.
- §2.1 Allocations may be made only to student organizations that are recognized by the Inter-Club Association (ICA) and the Student Government Association Executive Cabinet. Funded organizations and activities must be open to the entire student body, and must not be religiously or politically affiliated or organized for the sole purpose of making a profit.
- §3.1 The Committee shall regularly review the Finance Statements of the organizations who are allocated funds. Statements shall be provided by the Office of Student Accounts.

Article II: Membership

- §1.1 Advisory non-voting members are the Associate Dean of Student Activities, who will act as the administrative liaison to the Committee, and the Vice President for Business and Finance, or his/her representative.
- §1.2 The Committee consists of 10 members at all times, who serve for one full calendar year (365 days). 5 persons will be elected by the student body on the third Monday of the fall semester (fall members) and 5 persons will be elected by the Senate after a nomination and qualification process at the first Senate meeting in March (spring members). Any student who is eligible (see

Article II, 3.1) may run in either election. The SGA Senate Rules and Procedures Committee administers and monitors all election-related matters.

- §1.3 The Chair and Vice-Chair will be selected in the spring by the Committee of 5 fall members and 5 new spring members. If the Chair, the Vice-Chair, or both are selected from the fall members, the Chairs will serve for one full year in that capacity. These committee members will not have to stand for re-election before the student body, and their seat(s) will not be up for election in the following fall. Only the remaining fall seats will stand for election. The new Chairs and members will take office upon completion of budget hearings.
- §2.1 All members have full voice and vote, except for the Chair, who may vote only in the event of a tie.
- §2.2 The standing committee selects a time for budget hearings, to be held after Senate elections in March. This standing committee administers the hearings and has full voice and vote; the five newly elected members observe the hearings along with the standing committee and have full voice **but no vote** in the proceedings. Immediately following budget hearings, the newly elected committee members and chairs take office, and the members elected the previous spring step down.
- §3.1 Candidates for election to the Committee are required to have a cumulative grade point average of at least 2.2, and achieve at least a 2.0 grade point average each semester while in office. Candidates and members must be in good social standing and must be full-time students. In addition, a candidate for either fall/spring member, or Chair/Vice Chair, has to be enrolled at MWC for the full term of that position.
- §4.1 The officers of the Committee shall be a Chairperson and a Vice Chairperson. If, for any reason, the Chairperson is unable to perform his or her duties, the Vice Chairperson shall act as Chairperson.
- §5.1 If the position of Chairperson is vacated, the Vice Chairperson shall become Chairperson.
- §5.2 If the position of Vice Chairperson is vacated, the Committee shall elect a new Vice Chairperson.
- §5.3 If any other position is vacated, the SGA Senate shall elect a new member who will remain on the Committee until the next election appropriate to the vacated spot.
- §6.1 Any member may be recalled by a two-thirds vote of the Committee, provided that a lack of regard for duties is shown. Two (2) unexcused absences shall be sufficient cause for recall.

Article III: Meetings

- §1.1 Meetings will be called by the Chairperson of the Committee.
- §2.1 The first meeting shall be held no later than two weeks after members are elected by the SGA Senate.
- §3.1 The Committee shall meet regularly, no less than once a month.
- §4.1 All Committee meetings shall be closed to the general public, unless a written request is received by the Chairperson seventy-two (72) hours prior to the meeting.
- §5.1 A quorum shall consist of two-thirds (six) of the voting members. If a quorum is not present, it shall be within the Chairperson's power to table a decision until the following meeting.

Article IV: Amendments and Revisions

- §1.1 All amendments to, and revisions of, the Mary Washington College Finance Committee Constitution and By-Laws must receive approval of the Committee and the Committee's advisors, mentioned in Article II, Section 1. Proposals to change the Finance Committee Constitution must be further submitted to the Senate and then submitted to and voted on by the student body at large.

Class Council Constitution

Article I: Purpose

Class Council is the coordinating body of all traditional class-wide events. This non-profit organization functions as a separate entity from the Student Government Association. The intention of Class Council is to provide inexpensive social activities for the student body.

Article II: Organization

Section 1. Class Council shall be composed of the four major class officers (President, Vice President, Secretary-Treasurer and Publicity Chairperson). These officers represent each class at Class Council meetings and act as a liaison between each class and Class Council. These four officers are equal voting members of Class Council.

Section 2. The officers of Class Council shall be as follows:

- A. The President of Class Council will be elected from the members of Class Council by the members themselves. Duties of the President include: serving as a liaison between the administration and Class Council, presiding over all Class Council meetings, serving on the selection committee for Who's Who Among Students in American Universities and Colleges, participating in the Leadership Round Table, handling all administrative and disciplinary functions with the assistance of the Class Council Adviser.
- B. The Vice President of Class Council shall be elected from the members of Class Council by the members themselves. Duties of the Vice President include: monitoring the file system of Class Council, and compiling Vice President's reports. The Vice President shall serve in the absence of the Class Council President.
- C. The Secretary/Treasurer of Class Council shall be elected from the members of Class Council by the members themselves. He or she keeps the minutes of all Class Council meetings, and handles all correspondence for Class Council. He or she handles all Class Council finances, and is responsible for submitting a budget request to the Student Association Finance Committee.
- D. The Publicity Chairperson of Class Council shall be elected from the members of Class Council by the members themselves. A Publicity Committee shall be formed, and composed of the publicity chairperson from each class and interested students. The function of the Publicity Committee is to publicize all events sponsored by Class Council.

Section 3. The duties of each class officer are defined as follows:

- A. The president shall preside over all class meetings, act as organizer for all functions of his or her class, and act as liaison between the class and Class Council.
- B. The vice president presides over all class meetings in the absence of the president, acts as committee chairperson for various activities of the class and submits a file on each activity.
- C. The Secretary/Treasurer shall keep minutes of all meetings and handle all correspondence for the class, and shall delegate necessary finances for the class at the Class Council Secretary/Treasurer's discretion.
- D. The publicity chairperson shall handle all publicity for the class, and shall also serve on the Publicity Committee for Class Council.

Article III: Budget

The Class Council budget is a consolidated sum of money which is requested, each March, from the Student Government Association Finance Committee. The Class Council Secretary/Treasurer is responsible for drawing up a budget request form that includes the activities for the coming year and the estimated amount needed for each event.

Individual class accounts within the Class Council budget may be established at the discretion of the class officers. Receipts from class events such as fundraisers and picnics shall be deposited, and may be later used to sponsor class activities.

Article IV: Elections

Section 1. Prior to nominations workshops shall be held explaining the duties of specific offices and the functions of Class Council. Attendance at these workshops shall be mandatory for all persons seeking office.

Section 2. At a public meeting, official nominations will be held for all class offices. Any person desiring to have his/her name placed on the ballot after having missed official nominations shall do so by submitting a petition consisting of 20 percent of their respective class to an officer designated by Class Council within 24 hours of official nominations. The petitioners must then be given a workshop training.

Section 3. Campaign Rules.

- A. All candidates must be currently enrolled and in good academic

standing (a 2.0 cumulative and a 2.0 each semester while holding the term of office) and in good social standing as defined by the Dean of Students. (Good social standing means: the student is not on social probation or is not suspended from living in the residence halls during the period of campaigning and during the semesters of the term of office.) The term of office begins upon installations. A candidate will not be considered qualified to run if application has been made to transfer from Mary Washington College.

- B. There will be no campaigning over the public address system, on the radio or in the newspaper.
- C. An absolute limit of \$30 is hereby established on campaign expenditure. This amount includes any materials donated to the campaign. In the event of a re-election, the \$30 carries over.
- D. There is a limit of 25 pieces of campaign material (posters, banners, candy, flyers, novelty items, etc.) which may be posted.
- E. All campaign material attached to fronts of buildings must be of oilcloth or other suitable fabric and must be strung or wired to the buildings.
- F. Banners cannot be hung until the official close of nominations and must be hung by the candidate himself/herself. No campaign material can be hung from trees, Seacobeck Dining Hall, or academic buildings. Reserving banner spaces is prohibited. In addition, if the banner of an officer candidate is unwillingly removed, the banners of ALL the candidates running for the same office must be taken down until the former banner is retrieved or replaced by the candidate.
- G. Buttons or any campaign material worn on the person may be unlimited in number. However, if the above mentioned is not found on the person (i.e., on the ground), it will be counted towards the allotted 25 pieces of campaign material.
- H. No flyers or printed material written on message boards or distributed in mailboxes is permitted.
- I. Each candidate will submit a qualification sheet to an officer designated by Class Council within 24 hours of the official nomination. No qualification sheets shall be accepted after the given 24 hours. Any candidate not submitting their qualification sheet within the designated 24 hour period will be disqualified from the election. The qualification sheet should include: name, office seeking, age and a brief description of the candidate's qualifications for the desired position. A picture may be attached. Pictures containing alcohol, drugs, or pornography will be rejected. The sheet is limited to one side of a legal page and will be posted in the Campus Center on Election Day.
- J. The qualification/platform sheets are not counted as campaign material.
- K. The Post Office, Seacobeck Dining Hall, and academic buildings are off limits for campaign material.
- L. From the opening until the closing of the polls no campaign material is to be posted in the balloting area on the day of elections. This area is designated by Class Council before the election.
- M. On election day, campaigning within 150 feet of the ballot box will result in disqualification. This area will be clearly marked by Class Council.
- N. All campaign materials must be removed within 24 hours of election results. Each additional day will result in a \$5.00 charge.
- O. Any deliberate attempt by a candidate to disqualify illegally another candidate will result in the first mentioned candidate's disqualification.
- P. "I have read and understand the above stated rules. I realize if these rules are not followed in their entirety, I will be disqualified. I also realize that if I am elected to a Class Council Office, it is my duty to attend all Senior Week functions."* Signature: _____ This agreement is legally binding, and must be signed prior to becoming an officer candidate. This agreement will be kept on file up to one year after the nomination/election period.
- Q. During a general election, if a candidate should receive more than 50% of the vote, he shall be directly elected to the office. If one candidate does not receive more than 50% of the vote when there are four or more candidates, then a run-off election will be conducted between the top two candidates. If an election is to be contested, a formal written complaint must be made to the officer designated by Class Council within 24 hours after the election.

- R. Anyone, including a Class Council Officer, may contest an election if he/she believes any of the Class Council Election Procedures as stated in the Mary Washington College Student Handbook have not been followed in their entirety.
- S. The Class Council President shall appoint a committee of three who will rule on the contestment. The appointed body shall consist of the Honor Council President, officers of election, and the Class Council Advisor. The Class Council President shall act as an ex-officio member of the committee. The committee shall hear all parties involved in the contestment, then deliberate, and make a decision on the matter. This decision is final and cannot be appealed.

Article V: Failure to Finish Term of Office

Section 1. In the event of a vacancy in any of the class offices other than president, the office will be filled by an eligible person selected from interested members of the class. The remaining class officers and the Class Council president will decide whether to hold an election or to use the application process. In the case of an application process, a committee consisting of the remaining class officers, the Class Council president, and the Class Council advisor will interview and appoint a person to fill the vacated position.

Section 2. Should the vacancy occur in the office of the President, the Vice President shall become President and a new Vice President shall be appointed by the present officers to fill the remaining term, following the guidelines of Section 1.

Section 3. Should a Class Council officer vacate these positions, a replacement shall be elected by the members of Class Council following the guidelines of the original elections.

Section 4. The officer being replaced is not eligible to run for the position that he was removed from during either the election or application process used to replace him.

Article VI: Meetings

Section 1. Class Council meetings are held weekly and it is the prerogative of the Council members to decide time and date of meetings. It is the duty of each officer to attend all meetings.

Section 2. While realizing that occasional absences due to illness or family emergencies are inevitable, it is the duty of each officer to attend all meetings and scheduled events. If an officer is to miss a meeting or an event, it is expected that he/she will contact a Class

Council officer prior to the scheduled time.

Section 3. An attendance and tardiness policy for Class Council Officers should be adopted at the beginning of each year, in the fall, in order to clarify officer attendance for the year's upcoming Class Council meetings and events.

Article VII: Adviser

One member of the faculty is to be chosen, each year, by the members of Class Council as an adviser. The adviser's duties shall be as follows:

1. Attend all meetings and activities.
2. Serve on the committee for the selection of *Who's Who Among Students in American Universities and Colleges*.
3. Verify qualified candidates' grades before running for office and all officers' grades after first semester.

By-Laws

The By-Laws of Class Council shall be an explanation and method of the Class Council Constitution.

Section I. Oath of Office

I _____ do solemnly promise to uphold the Constitution of Class Council of Mary Washington College and pledge to efficiently perform the duties of the office of _____ to which I have been elected.

Section 2. Recall

A. Any officer to be recalled will have an opportunity to address the whole council regarding the accusation against him or her. Any officer may be recalled by a 2/3 vote of Class Council, but only after that officer has had the opportunity to address the council.

Section 3. An officer must remain in good academic standing (maintaining a 2.0 overall and a 2.0 each semester while holding the office) and in good social standing as defined by the Dean of Students, throughout his or her term of office.

Section 4. A vacancy shall exist when an officer fails to uphold good academic or social standing or is recalled by Class Council.

Article IX: Amendments

Amendments to the Constitution must be approved by a 2/3 vote of the members of Class Council.

Clubs and Organizations



How to Start a New Club

Thinking About A New Club

First, evaluate your idea by asking the following questions:

Are you committed to the idea? If it is based on a fad (e.g., "Forrest Gump Club"), how long will interest last?

Is there an existing group to join? For example, if you and six others are interested in a "Save the Whales Club," could you be a committee of the Ecology or Biology Club?

Will there be enough members to continue the club beyond your involvement? An all-seniors group would be wiped out by graduation.

Have you thought about organizational goals and objectives? Specific programs, activities, or projects? Planning now will help with the recognition paperwork.

What role will your group assume on campus and/or in the community? The purpose needs to be well defined both for ICA recognition and for planning and recruiting.

Beginning the Approval Process

If you have evaluated your idea and still wish to organize, use the following procedure:

1. Visit the Student Activities Office (Woodard Campus Center) and talk with the Associate Dean.
2. Hold a preliminary interest meeting. This meeting will help you develop a list of at least 10 other interested students which must be submitted with the club's constitution. Also use the first meeting to develop a concise mission statement which briefly outlines the goals and objectives of your organization.

3. Develop a constitution. The Associate Dean for Student Activities will provide an outline for developing a constitution. A constitution is necessary for the ICA review, and will establish a lasting structure for your organization.

Inter-Club Association (ICA) Recognition

For official recognition, student organizations must:

1. Present a preliminary constitution to the executive committee of the ICA and to the Associate Dean for Student Activities.
2. Be open to all full-time undergraduate students.
3. Prescribe to the non-discrimination standards designated by the Board of Visitors.
4. Submit the name of a faculty/staff sponsor.
5. Submit a list of prospective members (at least 10).
6. Submit a list of proposed programs.

Applicant student organizations shall be permitted a full academic year to fulfill the guidelines for official recognition.

Through constitutional review, the ICA Executive Committee is empowered by the Student Government Association of the College to ensure that all new and existing organizations subscribe to College policies and practices. The ICA has the authority to recognize or to deny or rescind recognition of student groups. Upon recognition, student organizations must actively participate in the Inter-Club Association.

Non-Recognized Groups

Groups which fail to meet the guidelines for official recognition may operate as non-recognized groups. Non-recognized groups are allowed to hold meetings on campus on a space available basis, and can reserve a meeting space by con-

tacting the Office of Student Activities. Space may be reserved in the name of an individual student, not in the name of the group. All flyers and notices used by non-recognized groups must first be approved by the Office of Student Activities and may be posted in designated spaces. Non-recognized student groups may not publicize events or programs in Seacoast.

Athletics

Teams

Athletic competition for men is available in baseball, cross country, soccer in the fall; basketball, swimming and track in the winter; and baseball, lacrosse, tennis and track and field in the spring. Athletic competition for women is available in cross country, field hockey, soccer, tennis, volleyball in the fall; basketball, swimming and track in the winter; and lacrosse, softball, tennis and track and field in the spring. Riding competition for men and women is available throughout the year.

Notices concerning organizational meetings for each team will appear in the weekly "This Week" prior to the meeting time. Practices are usually scheduled after 3:30 p.m., Monday through Friday, and last approximately two hours.

Students are encouraged to participate in the athletic program as players, trainers, managers, scorers, timers, or statisticians. Each position plays an integral role in the success of MWC's athletic teams.

State, regional and national tournaments climax most of the athletic teams' seasons. Participants are also honored at an annual sports award banquet.

New students interested in trying out for varsity teams are encouraged to seek out the coaches as soon as they arrive on campus. Candidates for teams must register for the varsity sport during course registration.

Results of all contests are available 24 hrs./day by dialing the Sports Information Hotline: "2MWC".

Sports Clubs

The Sports clubs (rugby, crew, volleyball) are members of the Inter-Club Association; however, they will receive funding from the Director of Campus Recreation and not the Student Finance Committee. Requests to use College facilities must be approved by the Associate Director of Athletics, Room 106, Goolrick Hall.

Performing Groups

The College Community Symphony Orchestra is an instrumental musical organization composed of faculty, students, and community participants. It presents four concerts each year.

The MWC Chorus is a chorus of treble singers comprised totally of College students. It presents three concerts each year.

The Fredericksburg Singers is a mixed chorus, comprised of faculty, students, and community participants. Three concerts each year are presented.

The MWC Jazz Ensemble is a student organization that presents two concerts each year.

The Department of Dramatic Arts and Dance presents theatrical productions and dance concerts on a regular basis throughout the school year. Auditions for productions by the Drama Department are open to all members of the College community.

Publications/Radio

The Board of Publications and Broadcasting

The Board of Publications and Broadcasting serves in the role of publisher for all student publications and broadcasts

that draw support from the comprehensive fee at Mary Washington College. In this capacity it recommends financial support from comprehensive funds for the maintenance of these communications; and, while it guarantees editorial freedom for the student publications and broadcasts to maintain their integrity of purpose as vehicles for free inquiry and free expression, it also ascertains that each publication is complying with its own general statement of policy. Grievances against any of the publications may be brought to the Board. Cedric Rucker, Associate Dean for Student Activities, is the adviser to the Board.

The Aubade

The Aubade, published annually, is the campus literary and arts magazine produced to publicize the literary and artistic talents of students and to encourage such work. It contains short stories, plays, poems, and graphics by Mary Washington College students and faculty.

The Battlefield

The College yearbook, *The Battlefield*, captures the student year in words and pictures. It is published by students and contains pictures of the administration, faculty, and students, as well as of all the clubs and other activities that make up student life.

The Bullet

The Bullet, the campus newspaper, is published weekly. Pictures and articles about recent events, important upcoming events, editorials, and letters to the editor on subjects of current interest to the student are featured.

The Polemic

The Polemic is Mary Washington's student-run journal of opinion on current political, social, and environmental issues. The Polemic accepts articles written by students and faculty of Mary Washington College, as well as residents of Fredericksburg. All opinions are considered equally.

WMWC

WMWC, the student-operated College radio station, is available to all residence hall rooms through the campus network at no extra charge. WMWC uses the same outlet that carries cable television at the College. In order to receive WMWC, students **must** use a stereo system or radio that has an FM antenna input (75 or 300 ohms). If the students wish to receive **both** WMWC and cable television, they must use an inexpensive two-way splitter (may be purchased in electronic stores or at the College bookstore) and the appropriate cables. If students have further questions, they may contact station personnel at 654-1152 or at the station office in Lee Hall.

Entertainment Committee

Co-Chairpersons Jamie Simpson
Brandon Goldstein

Film Committee

Co-Chairpersons Jacqueline Curry
Nicole Johnson

Finance Committee

Chairperson Maura Kurtz

Inter-Club Association

Chairperson David Burns

Chief Fire Marshal Sean Wilmer

Presidential Dining Hall Committee

Chairperson to be appointed

Association of Residence Halls

President Brooke Catlett

Board of Publications and Broadcasting

(Adviser: Cedric Rucker)

The Bullet

Editor Zachary Billmeier

The Battlefield

Co-Editors Carrie Anderson/Kevin MacLuskie

Polemic

Editor Andrew Mefferd

Aubade

Editor Bridget Seymour

WMWC

Station Manager Brady Wassom

Leadership Roundtable

The purpose of the Leadership Roundtable is to allow leaders from a variety of organizations to come together in order to discuss issues, activities, programs and projects which affect all students. The format of these roundtable sessions allows individual student leaders to become informed proponents of those endeavors sponsored by other student organizations. Thus, the Leadership Roundtable serves as a communications units. In this setting, student leaders seek support and advice from their peers. Members participate as equals, allowing for an open exchange of information and ideas. The Leadership Roundtable membership shall be composed of the following: Student Government Association Executive Cabinet, Class Council Executive Officers, Student Government Association Entertainment Committee Co-chairpersons, MWC Finance Committee Chairperson, President of the Association of Residence Halls, Inter-Club Association President, COAR Student Director, and Associate Dean for Student Activities, who serves as adviser to the Roundtable.

Inter-Club Association Clubs

Unless otherwise noted, each club is open to all interested full-time undergraduate students of the college.

American Chemical Society— MWC Student Affiliate Chapter

Purpose: to provide students interested in chemistry and chemical engineering with greater insight into these fields and to instill a sense of professionalism in these future scientists.

Amnesty International

Purpose: to promote and protect human rights, as defined by the United Nations Declaration of Human Rights.

Anthropology Club

Asian Student Association

Purpose: to expand interest in and appreciation for Asian culture.

Association for Computing Machinery (ACM)— MWC Student Chapter

Purpose: to provide students interested in the field of computer science a forum to promote professionalism and to learn more about this rapidly evolving academic and career field. There are regular meetings, stimulating lectures, and enjoyable social events.

Baptist Student Union

Purpose: to attain personal growth, as well as to minister to the needs of fellow students.

Biology Club

Purpose: to promote interest in Biology by use of field trips and stressing various aspects of biology.

Black Student Association

Purpose: to appreciate, explore, and promote Black Culture and Black Heritage. To provide cultural and social activities for students (particularly Black Students). To enlighten members and other groups about Black concerns and issues; and to facilitate communication and understanding on campus and in the Fredericksburg community.

BOND (Brothers of New Direction)

Purpose: to promote increased cultural awareness and unity between all people, especially among male students of color. Even though BOND has black male roots, it is interested in members who are dedicated to promoting spiritual, personal, and intellectual growth in any community.

C.A.M.E.O. (College Ambassadors for Multi-Ethnic Outreach)

Purpose: to assist the Office of Admissions in the recruitment and retention of Students of Color at Mary Washington College.

Campus Christian Community

Purpose: to provide a Christian community which supports and challenges individuals as they seek to grow in their relationship with God. Programs focus on fellowship, spiritual nurture, Christian education, and social action. The CCC is an interdenominational ministry supported by the Episcopalians, Lutherans, Presbyterians, and United Methodists.

Catholic Student Association

Purpose: to foster the spiritual, intellectual, and social lives of the students.

Circle K

Purpose: to help students become involved in school and community through sharing, service and concern, and to promote fellowship through various social activities (part of Kiwanis Club).

Citizens of the World

Purpose: seeks to promote international understanding by enabling students from different countries and backgrounds, as well as other interested students, to develop a greater understanding of, and appreciation for, the diverse people and cultures of the world. The club accomplishes its goal by sponsoring events, speakers, and entertainment with a global perspective.

College Republicans

Purpose: to bring College students into the Republican Party and provide them the opportunity to find political expression and recognition; to encourage participation in the activities of the Republican party and promote its ideals; to collect, discuss and disseminate information concerning political affairs; to coordinate activities of all Republicans on campus.

Drill Team

Purpose: represent MWC by performing dance routines at basketball games and other sporting events and functions upon request.

Ecology Club

Purpose: to seek information about our environment and to encourage an active interest and participation in its maintenance and improvement, and to maintain an active relationship with the Fredericksburg community.

Economics Club

Purpose: to promote and encourage an interest in field of economics.

El Club Espanol

Purpose: to promote an interest in the Hispanic culture and language; provides an opportunity for students of Spanish to enjoy the songs, dances, foods, and customs of all Spanish countries, and raise scholarship funds for a student studying abroad.

Fellowship of Christian Athletes

Purpose: to present athletes the challenge and adventures of receiving Jesus Christ and serving Him in their relationships.

Fencing Club

Purpose: instruction in the art of fencing and the directing and judging of fencing bouts.

French Club

Purpose: to encourage an interest in the French language and culture through various club-sponsored activities.

Gay, Lesbian and Bisexual Student Association

Purpose: to provide an open and positive atmosphere for homosexual and bisexual students and their heterosexual supporters, to educate the College community about homosexuality, and act as a support network.

German Club

Purpose: to promote interest in the cultural aspects of Germany and German speaking countries.

Hillel Club

Purpose: to promote through educational, cultural, religious and social activities interest and discussions of the Jewish culture.

Hispanic Student Association

Purpose: to provide support for hispanics and instill a sense of community for hispanics attending the College, increase pride and cultural awareness, provide an outlet for concerns that affect hispanics and increase a sense of sensitivity towards hispanics.

Historic Preservation Club

Purpose: to promote, acquaint, and involve students in the growing preservation movement. The club will strive to promote preservation ethic and increase awareness of preservation benefits and career possibilities.

Hoof Prints Club

Purpose: to promote interest and enjoyment of all horse related activities. The club sponsors trips to equestrian events and holds two horse shows each year.

Inter-Varsity Christian Fellowship

Purpose: to deepen and strengthen the spiritual life of participants through Bible study and prayer, to witness to others about Jesus Christ and to help them come to know Him personally, and to promote interest in world evangelism.

Italian Club

Purpose: to bring an understanding and an appreciation of the many diverse elements that compose the Italian culture.

Jolly Company

Purpose: to promote and expand the interest of board games, fantasy games, and other associated games among the students on campus.

Martial Arts

Purpose: to promote the education and understanding of martial arts philosophy at the college.

Math Association of America

Purpose: to promote the interests of the mathematical sciences on the college level.

Multi-Ethnic Dance Group

Purpose: to promote unity among varying cultures through the application of ethnic dance, as well as to cultivate educational awareness throughout the college community.

National Organization For Women (NOW)

Purpose: provides for the mainstreaming of women into all aspects of society on an equal basis with men.

Poetry/Fiction Readers Series

Purpose: to bring to campus accomplished writers who give readings of their work, to provide the campus with opportunities to hear literature in performance, and to bring the college community in direct contact with poets and fiction writers.

Pre-Law Society

Purpose: to provide a forum for pre-law students to meet and better prepare themselves for their legal education.

Pre-Medical Association

Purpose: to promote interest in knowledge of medicine as a career.

Russian Club (Kruzhok)

Purpose: to gain a better understanding of the Russian culture, the Soviet system, and global entanglements.
Requirement: all full-time undergraduate college students interested in the Russian way of life, language, and culture may become members.

Society for the Advancement of Management (SAM)

Purpose: to provide an opportunity for the members to increase management skills and expertise through participation in programs and services designed to improve their knowledge, performance, and leadership ability and through the interaction of students, faculty and practicing managers.

Student Education Association

Purpose: to interest capable young men and women in education as a lifelong career and to develop an understanding of the teaching profession.

Students for Choice

Purpose: dedicated to the preservation of the right to choice and understanding of choice issues as they pertain to the citizens of this community.

Students for Life

Purpose: to educate on abortion and prenatal child development through films, literature, etc., and encourage alternative to abortion by supporting pro-life organizations.

Success

Purpose: to provide a support organization for those students who have been diagnosed disabled; to provide an organization for students, faculty, and administrators and staff interested in disabilities; to inform the college community about issues concerning disabilities and disabled students; to promote the fair treatment of disabled students at Mary Washington College; to exchange information with the larger community about issues concerning disabilities and disabled students.

Requirement: open to students, faculty, administrators, and staff of Mary Washington College.

Adviser: Judith Parker

Terrapin Club

Purpose: to promote interest and develop skills in synchronized swimming.

Requirement: try-outs for swimming strokes and stunts; a good scholastic average; full-time undergraduate students of the College.

Trek Club

Purpose: provide opportunities for various outdoor activities such as hiking, camping, climbing, etc., teach principles of outdoor living, and promote fellowship among members and develop strong leaders.

Voices of Praise of Mary Washington College

Purpose: to promote and cultivate spiritual growth and cultural and educational awareness of gospel music.

Volleyball Club

Purpose: to learn new skills, improve skills, promote sportsmanship and enjoy the recreational and social aspects derived from sports involvement.

Wildlife Action Club

Purpose: to encourage our college community to be more aware of issues threatening our precious wildlife and natural resources and to use this awareness to be a force for change.

Women of Color

Purpose: to provide support for and increase the awareness of the cultural and historical contributions of minority women; to provide opportunities for personal, spiritual, and intellectual growth.

Women's Issues Group

Purpose: to discuss women's issues and topics of concern to women and provide a forum for education of these issues.

Young Democrats

Purpose: to stimulate in young people an active interest in governmental affairs, to provide support for Democratic candidates, to help acquaint voters with the issues and the candidates, and to provide for the expression of the ideals and principles of the Democratic Party.

Inter-Honorary Association Honoraries

Alpha Phi Sigma

Purpose: to encourage learning and to recognize high scholastic achievement.

Requirement: a 3.25 average and 60 semester hours.

Adviser: Rosemary Barra

Alpha Sigma Lambda

Purpose: to provide an association of BLS (Bachelor of Liberal Studies) students who have demonstrated academic excellence at Mary Washington College.

Requirements:

- regularly admitted students who have completed a minimum of 30 semester hours in regular credit courses and who have not been awarded any baccalaureate degree. (Thirty semester hours in regular credit courses should not include transfer credits.)
- the 30 semester hours shall include at least 15 semester hours outside the student's major field. These 15 hours should consist of credits in the Liberal Arts/Sciences, and no applied arts or applied science courses can be included.
- must have been in attendance at Mary Washington College for a minimum of four semesters.
- must rank in the highest 10 percent of all those students who satisfy the requirements enumerated in (a), (b), and (c) above; provided, however, that on a 4.0 scale, the minimum GPA shall not fall below 3.2.

Adviser: Stan Groppel

Athletic Honor Roll

Purpose: to recognize MWC student athletes and varsity teams for academic excellence.

Requirements: to be listed on the Fall or Spring Athletic Honor Roll, a student athlete must achieve a 3.0 or better semester GPA. Varsity teams are listed in order of highest to lowest combined GPA at the end of the academic year.

Adviser: Vince Benigni

Chi Beta Phi—National Honorary Scientific Fraternity

Purpose: to promote interest in science by scientific investigation, lectures by prominent scientists, papers prepared by regular members and general discussion.

Requirement: declared major in biology, chemistry, geology, mathematics, physics, or medical technology with a 3.5 average in 20 semester hours of math and science; a 3.0 average in all other courses.

Adviser: Judith Crissman

Gamma Theta Upsilon

Purpose: International Geography Honorary

Requirement: minimum 15 hours Geography, with at least 3.0, and overall 2.75.

Kappa Delta Pi-Nu Xi Chapter

Purpose: to promote the discipline of education through recognition of honor students who plan to teach.

Requirement: junior standing with a 3.0 average seeking Collegiate Professional Licensure.

Chapter Counselor: Adrienne May

Lambda Iota Tau-National Honorary Fraternity

Purpose: to recognize and promote interest in literary achievement.

Requirement: membership offered to students with 12 hours of literature with a 3.0 average in the major (200 or above) and a 2.8 average overall.

Adviser: Bill Kemp

Mortar Board-Senior Honor Society (Cap and Gown Chapter)

Purpose: to recognize and encourage scholarship and leadership, to provide service, to emphasize the advancement of the status of students, and to support the ideals of the College.

Requirement: senior, 3.0 overall average, election.

Adviser: Gregg Stull

Mu Phi Epsilon—National Honorary Music Fraternity

Purpose: to promote musicianship, scholarship, and a true bond of friendship.

Requirement: a 3.0 average or better in music, a 2.0 overall average, and election.

Adviser: Dave Long

Omicron Delta Epsilon—National Economics Honorary Society

Purpose: to promote greater interest in and understanding of economics.

Requirement: overall 3.0 average, 3.5 average in 12 hours of economics.

Adviser: Bob Rycroft

Phi Alpha Theta—National History Honorary Society

Purpose: to promote the study of history and to recognize those students who have exhibited excellence in that field.

Requirement: overall 3.0 average, 3.2 average in history.

Phi Beta Kappa

Purpose: Phi Beta Kappa is a national society, now two hundred years old, that recognizes the achievement of humane learning by students at the College. Its Greek motto translated signifies, "Love of wisdom the guide of life." The objectives of this internationally recognized honor society are intellectual honesty and tolerance, range of intellectual interests, and encouragement of understanding—not merely knowledge. The local chapter, Kappa of Virginia, was installed in 1971, and each year it initiates a select group of junior and senior students.

Contact: Bob Rycroft or Suzanne Summer

Phi Sigma Iota—National Honorary Modern Foreign Language Fraternity

Purpose: to recognize high scholastic achievement in foreign language study.

Requirement: juniors with a 3.3 in Modern Foreign languages

and a 2.8 overall average. A student must be enrolled in a course on the 300 level or higher.

Adviser: Ana Chichester

Pi Gamma Mu—National Social Science Honorary Society

Purpose: to improve scholarship in the social studies, to inspire social service to humanity, and to promote mutual understanding among all people.

Requirement: 20 semester hours in social studies, a 3.0 average with no failures in any subject, and a 3.25 in major.

Adviser: Vicky MacLean

Pi Mu Epsilon (Math Honorary)

Purpose: to promote scholarly activity in mathematics among students.

Requirement: a senior mathematics major must have at least 58 credits with at least an average of 3.5 in the mathematics major and at least a 3.0 overall GPA.

Adviser: Suzanne Sumner

Pi Sigma Alpha

Purpose: to recognize scholastic standing as well as stimulate scholarship and intelligent interest in the subjects of political science, international relations, public administration, and government. Pi Sigma Alpha is to be more than devoted solely to the election of honor students; it is encouraged to be a working organization throughout the academic year. It is to function as a significant part of the political science department in the promotion of worthwhile co-curricular activities related to public affairs.

Requirements: juniors and seniors who have completed 12 semester hours of work in political science, international relations, public administration, or government courses; maintenance of at least a 3.0 overall GPA, and at least a

3.0 GPA in the 12 or more semester hours of political science courses required.

Adviser: Stephen Farnsworth

Psi Chi—National Society in Psychology

Purpose: to advance the science of psychology; to encourage, stimulate, and maintain the scholarship of the individual members in all fields, especially in psychology.

Requirement: psychology majors or BLS students with a core in psychology who have an overall GPA of at least 3.1 and an average of 3.25 or better in all psychology courses. At least 15 semester hours of psychology must have been completed (including 100, General Psychology).

Co-Advisers: Carole Corcoran/Christine McBride

Regional Scholars Organization

Purpose: to promote scholarship through educational, cultural, and social activities for the College community.

Requirement: selection as a Regional Scholar.

Sigma Pi Sigma

Purpose: This is the honorary section of the Society for Physics Students (SPS).

Requirements: Student (generally a Physics major), must have a GPA of 3.0 overall and 3.5 in the Physics major in order to be inducted.

Adviser: Bulent Atalay

Who's Who Among Students in American Universities and Colleges

Purpose: to recognize individual excellence in scholarship, leadership, and service.

Requirements: juniors and seniors who have good academic standing, co-curricular involvement, and community service that is above average.

Nominating Committee Chair: Bernie Chirico

Academic Policies & Regulations



How do I get an adviser?

What is a Departmental Representative?

What is the Dean's List?

How do I drop a course?

How do I get a transcript?

What is a leave of absence?

What is academic probation?

What are final honors?

Overview

This section is designed to give students basic information regarding certain academic functions of the College. For further information, students are urged to consult the Directory of Academic Regulations or contact the Office of Academic Services, 211 George Washington Hall.

Absences From Class

A student unavoidably absent from class a week or more because of hospitalization, serious illness, or sudden emergency, should notify the Office of Academic Services by telephone 654-1010. Students should also be fully aware of the College's class attendance policy which is stated on page 1 of the Dictionary of Academic Regulations. Copies of the Dictionary are available in the Office of Academic Services, 211 George Washington Hall. Each student is responsible for knowing and observing the attendance policy for each course.

Academic Advising

The Office of Academic Services provides advising on academic matters for students who have not declared their major. The Director of Academic Advising coordinates the work of the Faculty Advisers who are available in that office to consult with students on programs, course selection, and related academic matters. Entering students are assigned to a faculty member, who serves as their academic adviser until they declare a major. As soon as 28 credits have been earned, a student may declare a major and be assigned a faculty adviser in his or her major department.

Academic Disputes

If there is a dispute between a student and a faculty member concerning a decision of the faculty member, every effort should be made by them to resolve the matter. If the disagreement cannot be resolved, the student may request a review of this decision no later than the end of the following semester, recognizing that the burden of proof is on the student.

In such cases, the following procedure is to be followed:

1. The student will submit a written statement of the matter under dispute, with any supporting material, to the chairperson of the department of the faculty member concerned (to the Dean of the Faculty if the dispute is with the chairperson), with a copy sent to the faculty member.
2. Within seven (7) days, the chairperson will review the dispute, consulting with the faculty member and student concerned, with other department members as appropriate, and will attempt to settle the dispute. If agreement is reached at this level, the process ends.
3. If either party does not accept the recommendation of the

chairperson, the chairperson will forward all material including his/her recommendation to the Dean of the Faculty.

4. The Dean will review the material submitted and will determine whether or not further consideration of the matter would be fruitful. If the decision is that it would not be fruitful, the Dean of the Faculty will render a final decision. If he/she deems that further consideration is needed, the matter will be referred to the Academic Review Board to act as a conciliator between the student and the faculty member involved.
 5. The Academic Review Board shall consist of the Dean of the Faculty (acting as chairperson), two members of the Committee on Academic Affairs, and the chairperson of the Student Association's Academic Affairs Council or his/her appointee.
 6. The Academic Review Board will hear the evidence of both the student and the faculty member on the matter and, within two weeks of being convened, communicate its recommendations to the Provost with copies to the student, faculty member and chairperson involved.
 7. The Provost will then render a decision, which will be final.
- If a student has a disagreement with regard to more than one individual decision with a faculty member, or if the student believes the faculty member has committed a breach of professional ethics, this may be conveyed to the chairperson or to the Dean of the Faculty by the student, or through the departmental representative, for administrative review.

Academic Probation

Probation means a state of warning that a student does not have, for all recorded work at Mary Washington, a "C" average on graded courses. After every grading period, all students are sent probation (or suspension) notices if their overall grade-point average has fallen or remained below 2.00. For more complete information see the Dictionary of Academic Regulations.

Career Advising

Each academic department has assigned at least one faculty member who is a liaison with the Office of Career Services. Students may obtain information from them about careers in that particular discipline or information about graduate programs in the discipline. The Office of Career Services coordinates the efforts of these Career Advisers and offers various programs on career development to assist students at all stages of career exploration and job search.

Career Services

The Office of Career Services in G.W. 305 assists freshmen, sophomores, juniors, and seniors with choosing a major, developing career plans, obtaining an internship, constructing a resume, and conducting a job search. Look under the section on College Services for specific information about Career Services' programs.

Center for Graduate and Continuing Education

Mary Washington College's Center for Graduate and Continuing Education offers a variety of graduate and undergraduate programs as well as credit and non-credit courses designed especially for part-time commuting students.

Programs currently available through the Center include the Master of Arts in Liberal Studies, the Bachelor of Liberal Studies, Community Education courses, Elderhostel, and teleconferences and public education mini-courses designed for area educators.

The Center also hosts cooperative programs, some using satellite technology: the Commonwealth Graduate Engineering Program, Virginia Tech's Master of Business Administra-

tion, and Virginia Commonwealth University's Master of Education in Administration and Supervision.

Other programs housed in the Center are the Mary Washington ElderStudy Program for senior adults and the Rappahannock Region Small Business Development Center. The Center also serves as a site for National Testing Programs, including GRE, GMAT, Praxis and CLEP.

Commencement

Graduating Seniors are required to attend Commencement Exercises unless specifically excused by the Provost.

Dean's List

The Dean's List is published once a semester by the Office of the Provost. It recognizes outstanding academic achievement by members of the student body who are full-time students. The minimum grade point average for attaining Dean's List status is 3.5.

Departmental Representatives

The role of Departmental Representative is a serious one and requires considerable dedication. The basic duties of representatives are to represent the view of the majors to the faculty and to serve as liaisons between the majors and the Chairperson. Specifically, the representatives are responsible for attending all regularly scheduled monthly meetings of the Department and such other meetings as may be called on an ad hoc basis; they have voting rights at such meetings and are expected to contribute to the deliberations. They are also required to attend all meetings of the Student Government Association's (SGA) Academic Affairs Council. More generally, the representatives are regarded as the student leaders of the Department and are expected to uphold and promote the interests thereof in all appropriate ways. In short, the position of representative is not merely an honorary one, but is one of responsibility, and it should be sought only by students who are willing to devote the necessary time to its proper execution.

Election Guidelines, Roles and Responsibilities of Departmental Representatives

A. Election Procedures

1. Nomination and voting by declared majors to be represented.
2. Eligibility for election must be a declared major who will have at least 58 credits toward an MWC degree by the opening of the next academic session.
3. Elections—to be conducted by the outgoing representatives and/or the departmental chairperson.
4. Time of election—second semester of academic year, by date set by the SGA Academic Affairs Chairperson at a uniform time, campus-wide.
5. Election results—to be reported in writing by department chairperson to the Student Association Academic Affairs Chairperson and the Dean of the Faculty.
6. Term of office—one academic year. If an elected representative is unable to complete the term of office, for any reason (i.e., internship conflicts) a re-election will occur.
7. A Departmental Representative may serve more than a single one-year term.

B. Number of Representatives

There shall be one student representative for each 20 majors or fraction thereof. Departments composed of more than one discipline shall have representatives for each of those disciplines. In no instance shall there be more student representatives than faculty members in a department.

C. Responsibilities

1. To attend all meetings of the department faculty and

- have a voice on all appropriate matters concerning students in that department.
2. To attend every meeting of the Student Government Association Academic Affairs Council and represent his/her department.
 3. To assist with the advising and registration of undeclared majors each semester.
 4. To call meetings of his or her department majors regularly:
 - a. to inform students of department matters
 - b. to inform students of SGA Academic Affairs Council matters
 - c. to keep minutes of department majors' meetings
 - d. to furnish the Department Chairperson with a copy of minutes from meetings of the department majors
 - e. to plan extra-curricular activities for the department as desired
 - f. to coordinate departmental social events in order to promote good student/faculty relations.
 5. To act as a mediator in any minor student/faculty dispute within the department.

Disabilities

Services for students with disabilities are located in the Office of Academic Services. For further information including procedures for accessing services, please refer to DISABILITY SERVICES on p.20.

Drop/Add Policy

Courses may be added only during the first week of class. Course registrations may be changed from graded to pass/fail or from pass/fail to graded in the first two weeks of class. Schedules for dropping and withdrawing from courses are published in the College Calendar and are available in the Office of Student Records. For complete information on procedures, consult the Dictionary of Academic Regulations, an Academic Adviser, or the Office of Academic Services (G.W. 211).

Student Records

The Office of Admissions and Financial Aid establishes a folder for each student who applies to the College. This folder usually includes the application form, secondary school records, Scholastic Aptitude Test scores, recommendations, an in-state tuition form, transcripts from other colleges, and correspondence related to admission. Offers of admission are based on the information in this record. Student financial aid forms are not considered in the admissions process and are not part of the record.

When a student enrolls, the entire admissions folder is sent to the Office of Student Records. A permanent record card is made for each student to include: name, social security number, address, birth date, parents name(s), all academic courses taken for credit, non-credit, or transfer credit, and the grades received in each course. Information regarding probation and suspension and honor violations are also included on this permanent record card. The information maintained by the College on the permanent record card is based on guidelines set forth in A Guide to Postsecondary Institutions for Implementation of Family Educational Rights and Privacy Act of 1974 as Amended, published by the American Association of Collegiate Registrars and Admissions Officers (1976). This information and that regarding the Educational Rights and Privacy Acts of 1976 is published in the 1996-97 Student Handbook (pages 78-80). The permanent record cards are kept in a fireproof vault and copies of these records are stored in electronic form in the College's administrative computer system. Back-up tapes of electronic records are stored in a secure off-campus location. The permanent academic record for each student is retained indefinitely. Five years after the student leaves the College the permanent record card is micro-

filmed, and all other data is shredded. The permanent academic records of graduates from 1908 to 1985 are kept on microfilm at the Virginia State Library. The student's academic record card is made available only upon written request and payment of a transcript fee by the student. The student's permanent record may be made available to administrative personnel, major program advisors, and faculty advisers. Office staff are not permitted to discuss the academic record of individual students with anyone outside the office.

The Office of Student Records is also responsible for administering course registration each semester, processing all courses added or dropped, and maintaining all records related to this process.

The Office of Academic Services establishes a folder for all students who have not declared a major and provides faculty members with this information for advising purposes. This folder includes advising records, course grades, degree requirements, and other related correspondence. When students declare a major, a copy of the record is sent to the major program advisor. Academic advising files are destroyed one year after the student's graduation.

Other folders are established as needed by the College. Such folders may be maintained by the Office of the Dean of Students, Office of Financial Aid, Office of Career Placement, the Health Center, the Psychological Services Center and the College Police. If such folders are maintained they follow the same security procedures as those established for the student's academic record.

All College policies regarding Educational Rights and Privacy Act of 1974 (Public Law 93-380), and policies relating to accessibility, maintenance, interpretation and disposal of Educational Records are published in the Student Handbook (pages 78-80).

Educational Records

Federal regulations under The Family Educational Rights and Privacy Act of 1974 require that the College inform students and alumni of the rights afforded them by the Act. The following summary of Public Law 93-380 has been prepared so that each student may have an opportunity to become familiar with the provisions of this legislation. The law stipulates that students who are attending or who have attended the College (and the parents of some special status students) have the following rights:

1. To be provided a list of the types of educational records maintained by the College which relates directly to students;
2. To inspect and review the contents of these educational records;
3. To obtain copies of these records upon payment of the cost for reproduction and processing;
4. To be provided with the name and position of the official responsible for maintenance of each type of record and with an identification of persons who have access to the records and the purposes for which these persons may have access.
5. To be informed of the policies of the College for reviewing and correcting these records;
6. To receive from the College an explanation of these records upon reasonable request for such explanation;
7. To obtain a hearing for challenging the content of these records;
8. To be informed of the categories of information that the College has designated as "directory information" under this Act;
9. To have the educational records treated in a confidential manner by the College. Neither the records nor the personally identifiable information contained therein, other than directory information, will be released without written consent of the student to any party other than those specifically authorized by the Act.

Persons Having Access to Educational Records

1. The College will not permit access to, or the release of, educational records without the written consent of the student or eligible parent or legal guardian to anyone other than the following:
 - a. College officials who, in order to perform their duties properly, must have access to official records.
 - b. Officials of other schools or school systems in which the student seeks or intends to enroll, upon the condition that the student be notified of the request, receive a copy of the record if desired and have an opportunity to challenge the content of the record. (MWC policies below.)
 - c. Officials pursuant to their statutory responsibilities:
 1. The Comptroller General of the United States;
 2. the Secretary of Education;
 3. the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education;
 4. State educational authorities.
 - d. Any party legitimately connected with a student's application for, or receipt of, financial aid;
 - e. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
 - f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improved instruction;
 - g. Accrediting organizations, for the purpose of carrying out their accrediting functions;
 - h. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954;
 - i. Parties acting under authority of a judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution;
 - j. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
2. The college may release "Directory Information" as defined by Mary Washington College under the authority of the Act, unless the student informs the college's Office of Student Records that all or part of such information should not be released without the student's prior consent. "Directory Information" includes a student's addresses (campus, home, mailing, etc.), telephone numbers (local and home), class level, previous institution(s) attended, major fields of study, awards, honors (includes Dean's List), degree(s) conferred (including dates), dates of attendance, names of parents, past and present participation in officially recognized sports and activities, physical factors (e.g., height, weight of athletes), and date and place of birth.

A request to withhold "Directory Information" must be received in writing on an annual basis, by July 1, by the Office of Student Records. A form is available for this purpose in the Office of Student Records. If this form is not received in the Office of Student Records by July 1, preceding the academic year, "Directory Information" will appear in the college's phone directory due to press deadlines. Note that "name" is not considered "Directory Information" and will appear in the directory, along with the designation "Unlisted."
3. Medical and Psychological Services Center records are not included in that category of records open to inspection; however, such records may be personally reviewed

by a physician or other appropriate professional of the student's choice.

4. Confidential records maintained in the office of the Director of Disability Services are open to inspection with limitations. Students may request a copy of disability documentation which is generated by the office but may not request access to the Director's personal notes or test protocols or to information released by private practitioners or by other agencies. Disclosure related to the student's disability is released neither to any faculty member nor to another office on campus without the student's permission. With the student's written permission, disability documentation generated by the Disability Services Office may be released to any specified persons and agencies.
5. Custodians of educational records are not required to give access to financial records of parents or any information contained therein, nor are they required to give access to confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975, or to which the student has waived the right of access.

Maintenance, Availability, Interpretation, and Disposal of Records

1. The College does not permit access to, or the release of educational records to officials of other schools or school systems, except for cooperative programs, without the written consent of the student.

According to Federal law, a student's educational records may not be disclosed to anyone outside the College, including parents, without the student's written permission. When they enter the College, students are provided with a form authorizing the College to send a copy of their official grade report to their parent(s). Mid-semester progress reports are sent only to students at their campus mailing address.
2. Custodians of educational records maintain an updated list of the types of such records they keep, and have established procedures for granting access to such records, except those excluded by the Act. These procedures provide for:
 - a. Inspection and review by students and eligible parents of the content of such records within a reasonable time, not to exceed 45 days, from date of request;
 - b. Copying of such records at the expense of the student or eligible parent, but not to exceed the actual cost of reproduction (provided such records are not available at their original source outside the College);
 - c. A response from the custodian to reasonable requests for explanations and interpretations of such records; and
 - d. An opportunity for a hearing in order to challenge the content of such records. Such hearing shall:
 - 1) Be held and decided within a reasonable time;
 - 2) Be conducted by an official who does not have a direct interest in the outcome;
 - 3) Be conducted so as to afford a full and fair opportunity to present evidence; and
 - 4) Be concluded by a written decision within a reasonable time after the hearing.
3. Challenges to records may be made only on accuracy and not on judgments, e.g., the accuracy of the recording of a grade, but not the grade itself.
4. Occasionally, and at their discretion, custodians of educational records will review and expunge such records, or portions, thereof, unless, prior to destruction the student or eligible parent has requested access.

Virginia "Freedom of Information Act"

All requests for college-related information, utilizing provisions of the Virginia "Freedom of Information Act (FOIA)," must be directed to the Office of College Relations and Legislative Affairs at Mary Washington College. Requests from the news media will be researched and answered by the Office of College Relations. Requests for information from non-media sources will be logged by the Office of College Relations and referred to the appropriate campus office for immediate response and resolution.

Examinations, Final

All final examinations or tests given in lieu of final examinations must be given during the regularly scheduled examination period at the end of each semester at the time listed for the course in the officially announced schedule. If, in the opinion of the instructor, a course cannot benefit from a final examination or project (such as critiques), the instructor should formally request release from the requirement from the Dean of the Faculty. Only if that request is granted in writing can the instructor complete the work of the course before the examination period. To protect the purpose of the Reading Period, no examinations, including "take-home" examinations, can be distributed before the first day of final examination week. "Take-home" examinations must be returned to the professor at his/her regularly scheduled examination period(s).

A student who has not taken a required final examination

has not completed the course requirements and fails the course. In accordance with Honor Council procedures, a student is required to pledge to disclose neither the contents nor the form of any examination until after the conclusion of examination week.

Examinations are scheduled for three hours and should not interfere with subsequent examinations.

Illness or Emergencies During the Final Examinations Week.

Any illness or emergency that prevents a student from attending an examination should be reported to the Office of Academic Services, Ext. 1010, before the examination time.

No examinations may be taken in the Health Center. Any student admitted to the Health Center who is too ill to take an examination at the scheduled time should give the title of the course, name of the instructor, and time of the examination to the head nurse, who will give this information to the Office of Academic Services. Any commuting student who becomes ill during the examination period should call the Office of Academic Services directly. The Office of Academic Services will notify the instructor of the reason for the absence from the examination, but it is the student's responsibility to contact the instructor to arrange a time for the make-up examination as soon as health permits.

Conflicts. Students who have more than two examinations scheduled on a single date may elect to have one rescheduled. The student shall decide which examination would best be moved and then should consult with the instructor who teaches that course. If the instructor deems it inappropriate

Educational Records

Name of Record	Information Contained in The Record	Person Responsible for Maintaining Records
Academic	Permanent grade records, transcripts or transferred credits, forms and correspondence related to academic records, student-teacher evaluation forms, record of progress toward degree, schedules and registration information	Betty A. Bradshaw, Enrollment Services Specialist, Office of Student Records
Admissions	Application, secondary school or previous college transcripts, recommendations, standardized test scores, application supplement (after July 1974), offer of admissions, residential or non-residential form, correspondence (All become part of Academic Record upon admission.)	Dr. Martin A. Wilder, Jr., Vice President for Admissions & Financial Aid; Robert U. MacDonald, Associate Dean for Financial Aid; Dr. Meta Braymer, Associate Vice President for Adult and Continuing Education
Career Services	Students may set up a credentials file which includes an unofficial transcript and letters of recommendation. It may also include student teacher evaluations and PRAXIS scores. Please pick up a packet of information about setting up a credentials file from Career Services in GW 305.	Mary Anne Burnside, Program Support Technician
Directory Information	Information maintained by the College's Office of Student Records and considered "Directory Information" as described on page 79 (in item 2).	Enrollment Services Specialist, Office of Student Records
Disability Services	Disability documentation; requests for accommodations	Patricia B. Tracy, Director of Disability Services
Financial	Student accounts, record of financial aid, NDSL notes, payroll files for student employees	Marjorie Poyck, Executive Vice President
Financial Aid	Aid application and supporting financial statements, award analysis form, financial award conditions and acceptance letters, correspondence, academic information, Standardized test scores, student employment records.	Dr. Martin A. Wilder, Jr., Vice President for Admissions & Financial Aid; Robert U. MacDonald, Associate Dean for Financial Aid
Health	Medical information form, record of Health Center visits and admissions, consultant reports, results of tests and medical treatments	Dr. Ilma Overman, College Physician
Non-Academic	Personal data sheet, disciplinary records, residence hall assignments, transfer forms, letters of recommendation, student activity sheets, correspondence, counseling records, psychological test results, police records	Dr. Bernard M. Chirico, Vice President for Student Affairs and Dean of Students; Greg Perry, Police Chief (police records); Dr. Barbara Wagar, Director of the Psychological Services Center (counseling/psychological records)

because of the nature of the examination to reschedule the examination, the student should then approach the other two instructors. If none of the instructors is able to reschedule the examination given in the course, then the student will bring the dilemma to the Office of the Dean of the Faculty who will then talk with the instructors and work out a solution. **IT IS THE RESPONSIBILITY OF THE STUDENT TO START THIS PROCESS EARLY ENOUGH IN THE SEMESTER SO THAT IT WILL BE COMPLETED BY THE FRIDAY PRECEDING THE LAST DAY OF CLASSES.** The make-up date will be decided by mutual agreement of the instructor and the student.

Requests by students whose religious persuasion precludes an examination on specific days will be honored. Alternate examination dates will be set by consulting with the instructor or instructors and, if necessary, through consultation with the Dean of the Faculty.

Field Trips

Field trips in individual courses may be initiated by an instructor when the activity is an integral and necessary part of the required classwork. The College does not, however, excuse students from classes that may be missed while the student participates in a field trip. Therefore, all trips must be planned at a time when participating students will not miss other classes, except as they may voluntarily choose to do so.

Honors

Recognition of outstanding academic achievement is made at Mary Washington College through the honors award system. Intermediate honors are awarded to a student who, as a freshman and sophomore, maintained a grade point average of 3.75 or higher. Final honors are awarded to a student who, as a junior and senior, maintained a 3.75 or better average. Departmental honors are awarded in major subjects to students with qualifying grade point averages who undertake special projects or theses. Academic distinction is awarded at Commencement to students who have maintained high levels of scholastic achievement. There are three levels of distinction: summa cum laude for those who have attained a grade point average of 3.75 or higher; magna cum laude for those with a 3.50-3.74; and cum laude for those with a 3.25-3.49.

International Programs

Study Abroad

The Coordinator of International Academic Services (GW 211) assists students studying abroad (semester/year/summer); works with the Office of Career Services and COAR to assist students seeking international internships and volunteer services, and serves as an ex-officio member of the Faculty Committee on International programs. Student inquiries concerning internationalizing the curriculum may be addressed to the Faculty Chair of the committee or the Coordinator of International Academic Services.

International Students

The Coordinator of International Academic Services (GW 211) assists international students with immigration documents as well as with academic and social adjustment issues. The Coordinator serves as an advisor to the International Student Club.

Internships

Juniors and seniors (58 credits or above with at least 12 credits from Mary Washington College) with a 2.00 GPA may earn academic credit for agency-supervised and faculty-sponsored quality work experiences. (Freshmen and sophomores can do internships but not for credit.) These work experiences enable students to apply theories which they

have learned in the classroom and to gain experience in and test out a career field of interest. Internships also allow students to make valuable contacts in their fields of interest. Internship opportunities are categorized according to academic discipline and career field. Most are located in the local area, and many are located in Washington, D.C. Contact the Office of Career Services in GW 305 for more information.

Leave of Absence

Any degree-seeking student whose overall MWC grade-point average is 2.00 or above who interrupts his/her pursuit of the degree, either by withdrawing during a semester or by not enrolling for a semester, should request a leave of absence (maximum of two semesters) by submitting either a "Request for Personal Leave of Absence" form or a "Request for Study Leave of Absence" form to the Office of Student Records or by submitting a Request for Study Abroad Leave of Absence to the Coordinator of International Academic Services. The leave of absence will generally be granted if the appropriate form is submitted prior to the beginning of the first semester of absence or at the time of withdrawal during a semester. Students on approved leave of absence whose absence does not extend beyond one semester will be permitted to complete the degree program as originally begun. Those who interrupt the pursuit of the degree by more than one semester, for any reason other than approved Study Leave, or Study Abroad Leave, will be required to comply with any changes in degree requirements (General Education and Major Program) and academic regulations made during their absence.

Students on approved leave of absence will be sent, in time to meet all deadlines, a "Declaration to Continue" form and housing form (if appropriate). Registration materials will be sent to students on leave after the College receives the completed "Declaration to Continue" form, processing fee, and the appropriate tuition deposit.

Study Leave. Any degree-seeking student who plans to study at another institution for one or two semesters must submit a "Request for Study Leave of Absence" form to the Office of Student Records. Study leave will be granted to any qualified student who plans to enroll in a program which has been fully approved in advance. The institution at which credits are taken may be located in the United States or in a foreign country. The procedure for transferring credits earned at colleges abroad is basically the same as transferring credits from institutions in the United States, except that more advance planning is necessary. After a student has chosen a program or school, applied, and been accepted, he/she works with his/her major adviser, his/her department chairperson, the Coordinator of International Academic Services (for study abroad) and the Director of Academic Advising to develop the most appropriate selection of courses for the semester or year. These courses are then listed on a "Transfer Credit Permission" form and approved by the major adviser and the Director of Academic Advising. Students on approved Study Leave for one semester or two semesters will be permitted to complete the degree program as originally begun. There is a program service fee of \$25 for each semester of study abroad.

Outcomes Assessment

Mary Washington College has adopted a comprehensive plan for evaluating the impact of its program and services on its students. Developed in response to guidelines set forth by the State Council of Higher Education for Virginia and the Southern Association of Colleges and Schools, the assessment program examines the extent to which students at the College are achieving the outcomes expected of them. The assessment effort is broadly based and covers both academic areas (general education, major programs) and selected administrative areas (e.g., Simpson Library, student affairs). Participation in assessment activities is a requirement for all degree-seeking students.

President's List

A student carrying at least 12 graded credits of new coursework on which quality points may be computed and who attains a grade-point average of 4.00 on all work taken for graded credit in a semester will be placed on the President's List of Honor Students. Decisions for the printed President's List are based on a student's record as it stands at the official close of the semester grading period. Temporary grades ("I" or "G") will postpone consideration for the President's List; however, once converted to a regular letter grade, the student's GPA will be calculated and, if appropriate, a President's List notation will be made on the student's permanent record.

Readmission Board

This panel, composed of faculty and administrators, is appointed by the Provost. The Board hears appeals concerning length of academic suspension and modifies the term when this is deemed appropriate. The Board also has the authority to approve or disapprove readmission contracts.

Student Membership on Faculty Committees

There are various student-faculty committees, all of which welcome and encourage active student participation. These committees deal with many areas of College concern—such as academic policies and procedures, administrative responsibility for specific aspects of the College program, and specific interests involving students and faculty.

Any student interested in serving on one of these committees must first file an application during the second semester of the academic year with the Student Government Association's Academic Affairs Council. An ad hoc committee of the Academic Affairs Council will study these applications, conduct interviews, and make recommendations regarding student representatives to the President of the Student Government Association. The President of the Student Government Association will make his or her nominations for student representatives to the President of the College. The President of the College will then formally invite these students to be members of a committee. The following is a list of faculty committees on which students serve:

College AA/EEO Advisory—The function of this committee is to assist and advise the College AA/EEO Officer on all aspects of affirmative action and equal employment opportunity, including periodic review of the Affirmative Action Employment Plan and the Equal Opportunity Program of the College. The Committee also provides ideas and suggestions to the College administration for improvements in the plan and program for equal opportunity at the College.

College Outcomes Assessment Committee—This committee is responsible for planning and approving procedures for evaluating the extent to which the College's academic programs are successfully meeting the College's educational goals. The committee reviews plans for assessing student learning in both the general education requirements and specific departmental major programs, and makes recommendations for improving the curriculum.

Committee on Academic Affairs—This committee is responsible for evaluating undergraduate academic policies, procedures and standards on an ongoing basis, formulating recommendations as necessary to ensure the continuing reputation and record of Mary Washington College as a high quality, liberal arts institution.

Committee on Campus Academic Resources—The function of this committee is to provide information and recommendations to the librarian and the library staff, to administer the academic public occasions budget, to select from its membership appropriate faculty representation to the Distinguished Visitor in Residence Committee and to provide in-

formation and recommendations to the Audio-Visual Department and the Director of Academic Computing.

Committee on Course Offerings—This committee reviews, approves or rejects proposals from various departments for course deletions, designation of General Education requirement courses and changes in the organization or numbering of departmental offerings. In its deliberations, the committee will consider general philosophy, departmental and College facilities, staffing and current course offerings.

Committee on Special Programs—This committee is responsible for monitoring the College's Internship Program. Also, this committee reviews, approves or rejects special majors, special degrees and applications for undergraduate research awards.

Committee for Faculty Development and Evaluation—This committee studies the general questions of faculty evaluation and makes suggestions as to the types of evaluation systems that will be fairest, most accurate and most useful in determining teaching effectiveness and other contributions to College life.

Distinguished Visitor in Residence Committee—This Alumni Association committee is in charge of selecting, inviting, organizing and supervising programs and activities of the Distinguished Visitor in Residence.

Transcripts

Transcripts of a student's academic record may be requested from the Office of Student Records. OFFICIAL transcripts must be mailed directly from the Office of Student Records to the business organization, agency, or educational institution specified by the student on the transcript request form. An UNOFFICIAL student copy of the official transcript will be issued directly to the student. The office will mail up to fifteen (15) copies of the official transcript per request without cost to the student. Each additional copy beyond 15 per request will cost the student \$3.00.

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College Calendar 1996-97

Fall Semester 1996

August	5	M	Last Day to Pay fees without \$100 penalty
	22	Th	Residence halls open for freshmen 8:15 a.m. - 12 noon
	23	F	Residence halls open for transfer students 9 a.m. - 12 noon
	24	Sa	Residence halls open from 1 p.m. - 5 p.m. for returning students
	25	Su	Residence halls open 9 a.m. - 5 p.m. for returning students
	26	M	Classes begin
	26	M	Drop/Add begins
	30	F	Last day to add courses
September	2	M	Audit registration - Office of Student Records - 8:30 a.m. - 4 p.m.
	6	F	Last day to change to or from pass/fail
	9	M	Last day to withdraw with a refund of 80% of semester charges
	13	F	Course work due for removal of incomplete grades
	13	F	Last day to drop courses with a full refund and without permanent record showing W/P or W/F
	17	Tu	Deadline for declaring a major in order to register as a DECLARED MAJOR for next spring's classes
	27-29	F-Su	Family Weekend
October	11	F	Fall Break begins at 5 p.m.
	11	F	Residence halls close 7 p.m.
	12-15	Sa-Tu	Fall Break
	15	Tu	Residence halls open 2 p.m.
	16	W	Classes resume
	19	Sa	Fall Homecoming (Student/Alumni Weekend)
	21	M	Last day to withdraw with a refund of 50% of semester charges
November	1	F	Last day to withdraw (WP/WF) from courses for the semester
	4	M	Advance Registration for Spring Semester begins
	22	F	Advance registration ends
	27	W	Thanksgiving Holiday begins at 8 a.m.
	27	W	Residence halls close at 10 a.m.
	27-Dec.1	W-Su	Thanksgiving Holiday
December	1	Su	Residence halls open at 2 p.m.
	2	M	Classes resume
	6	F	Last day of classes
	6	F	Last day to withdraw from the College
	7, 8	Sa-Su	Reading Period
	9-14	M-Sa	Examinations
	15	Su	Residence halls close at 10 a.m.
	16	M	Last day to pay fees without \$100 penalty

January	12 Su	Residence halls open for TRANSFER (new) students 2 - 5 p.m.
	13 M	New student registration
	14 Tu	Residence halls open for returning students 9 a.m. - 5 p.m.
	14 Tu	Late registration for returning students
	14 Tu	Drop/Add begins
	15 W	Classes begin
	20 M	Last day to add courses
	21 Tu	Audit registration - Office of Student Records - 9 a.m. - 4 p.m.
	28 Tu	Deadline for declaring a major in order to register as a DECLARED MAJOR in spring for next fall's classes
February	3 M	Last day to drop courses with a full refund and without permanent record showing W/P or W/F
	5 W	Last day to withdraw with a refund of 80% of semester charges
	5 W	Coursework due for removal of incomplete grades
	7 F	Degree Applications due for Class of 1998
March	7 F	Spring Break begins 5 p.m.
	7 F	Residence halls close 7 p.m.
	8-16 Sa-Su	Spring Break
	10 M	Last day to withdraw with 50% refund of semester charges
	16 Su	Residence halls open 2 p.m.
	17 M	Classes resume
	18 Tu	Declaration to Continue due date
April	28 F	No course withdrawals permitted after this date
	1 Tu	Deadline for change of status for Residential to Commuting
	7 M	Advance Registration for Fall Semester begins
	24 Th	Devil/Goat Day
	25 F	Advance registration for Fall Semester ends
	29 Tu	Last day of Classes
	29 Tu	Last day to withdraw from the College
	30-5/4	Reading Period
May	1-3, 5-7	Examinations
	8 Th	Residence halls close 10 a.m. for students who are not candidates for graduation
	12 M	Senior grades due by 12 noon in Student Records Office
	15 Th	All grades due by 4 p.m. in Student Records Office
	16 F	Convocation
	17 Sa	Graduation
	17 Sa	Residence halls close at 3 p.m.

HISTORICAL CHRONOLOGY OF MARY WASHINGTON COLLEGE

- 1908 Founded as the State Normal and Industrial School for Women
- 1908-19 *President: Edward Hutson Russell***
- 1914 Name changed to The State Normal School for Women at Fredericksburg
- 1919-28 *President: Algernon B. Chandler, Jr.***
- 1924 Name changed to The State Teachers College at Frederickburg
Legislative approval granted to confer baccalaureate degrees
- 1929-55 *President: Morgan L. Combs***
- 1934 Legislative approval granted to confer baccalaureate degrees in the liberal arts
- 1938 Name changed to Mary Washington College
- 1944 Name changed to Mary Washington College of the University of Virginia
(became the Women's College of Liberal Arts and Sciences of the University)
- 1955-74 *President: Grellet C. Simpson***
- 1970 Coeducational status established
- 1971 Kappa Chapter of Virginia of Phi Beta Kappa established
- 1972 Name changed to Mary Washington College
(an autonomous institution with its own governing board)
- 1974-83 *President: Prince B. Woodard***
- 1975 Mary Washington College Foundation chartered
Academic Internship program established
- 1977 Bachelor of Liberal Studies (a degree program for part-time adult students) established
- 1979 Legislative approval granted to confer master's degrees
- 1980 MWC Center for Historic Preservation established
- 1983- *President: William M. Anderson, Jr.***

College Colors

Navy blue, gray, and white.

ALMA MATER

All hail, dear Alma Mater, We sing our praise to you.
High on Marye's Hilltop, You stand forever true;
Born in truth and honor, You ever more shall be,
The model of our future years, And all eternity.

Whene'er we have to leave you, We never will forget,
The lessons you have taught us, And all the friends we've met;
And we your sons and daughters, Will hold your name on high,
So here's to Mary Washington; Our love will never die.

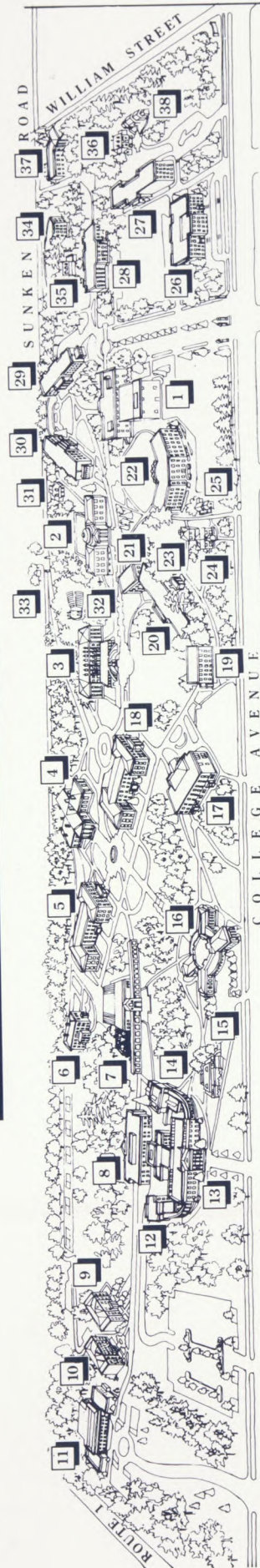
Irene Taylor '47
Jean Crotty '47

Mary Washington College is a co-educational, four-year, state supported, undergraduate college of liberal arts and sciences.

MARY WASHINGTON COLLEGE

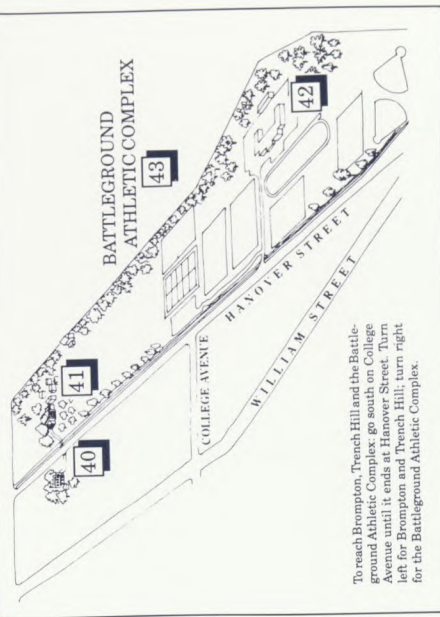
1301 College Avenue
Fredericksburg, Virginia 22401-5358
(540) 654-1062

Take Exit 130-A off of Interstate 95. Proceed east on Route 3 (William Street) for approximately 2 miles. At the traffic light, turn left onto College Avenue. Turn Right at the next light, which will be at the gates to the college.



CAMPUS MAP LEGEND

- | | | | |
|--|----------------|-----------------------------------|-------------------------------------|
| 1. George Washington Hall | Administration | 29. Randolph Hall | Residence |
| 2. Trinkle Hall | Academic | 30. Mason Hall | Residence |
| 3. Lee Hall ... Admissions, Student Services, Health Center, Bookstore, Police | | 31. Marye House | Residence |
| 4. Monroe Hall | Academic | 32. Amphitheater | |
| 5. Willard Hall | Residence | 33. Cornell House | Guest Residence |
| 6. Mercer Hall | Residence | 34. Russell Hall | Residence |
| 7. Woodward Campus Center | | 35. Brent House | Residence |
| 8. Simpson Library | | 36. Framar House | Residence |
| 9. New Hall | Residence | 37. Marshall Hall | Residence |
| 10. Alvey Hall | Residence | 38. South Hall | Residence |
| 11. Goolrick Hall | Gymnasium | 39. Heating Plant | |
| 12. Pollard Hall | Academic | 40. Trench Hill | College Advancement / Alumni Office |
| 13. duPont Hall | Academic | 41. Brompton | President's Home |
| 14. Melchers Hall | Academic | 42. Physical Plant Building | |
| | | 43. Battleground Athletic Complex | |



To reach Brompton, Trench Hill and the Battleground Athletic Complex: go south on College Avenue until it ends at Hanover Street. Turn left for Brompton and Trench Hill; turn right for the Battleground Athletic Complex.

MARY WASHINGTON COLLEGE
FREDERICKSBURG, VA. 22401-5358